

SWEET BRIAR COLLEGE



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Sweet Briar College



1972 - 1973

Students' Handbook



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Sweet Briar College

Sweet Briar, Virginia

24595

1972

CALENDAR

1973

SEPTEMBER

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COLLEGE CALENDAR FOR 1972 - 1973

Fall Term

1972

September	13	Arrival of new students
September	13-17	Program for new students
September	15	Registration for returning students
September	16	Registration for all new students
September	17	Opening Convocation, 7:30 p.m.; attendance required
September	18	Classes begin, 8:00 a.m.; class attendance required
September	19	Class attendance required
October	11	Founders' Day Memorial Service; attendance required at Convocation
October	14	Parents' Day
November	16	Class attendance required
November	17	Class attendance required; Thanksgiving recess begins, 5:20 p.m.
November	26	Thanksgiving recess ends
November	27	Class attendance required
November	28	Class attendance required
December	15	Classes end, 5:20 p.m.
December	16-21	Examination period

Winter Term

1973

January	2	Christmas vacation ends
January	3	Winter Term begins; class attendance required
January	30	Winter Term ends

Spring Term*

February	5	Classes begin; class attendance required
February	6	Class attendance required
February	14	Honors Convocation; attendance required
March	22	Class attendance required
March	23	Class attendance required; Spring vacation begins, 5:20 p.m.
April	1	Spring vacation ends
April	2	Class attendance required
April	3	Class attendance required
May	4	Classes end, 5:20 p.m.
May	8-14	Examination period
May	19	Baccalaureate Service
May	20	Sixty-fourth Commencement

*Dates for Comprehensive Examinations to be determined later.

Additional Convocations, or required meetings, will be announced at a later date.

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The Student Petition (October 17, 1906)

The students of Sweet Briar College, believing that there is dignity and honor in student government, desire individual and community responsibility for the conduct of students in matters not strictly academic.

We, therefore, petition the President and Faculty for legislative and executive control in certain matters. We ask:

- I. Right to control quiet and order in all places about the buildings and campus that are not under the immediate control of a member of the Faculty.
- II. Permission, with the advise and approval of the Faculty, to extend our power as occasion arises and we prove worthy to be vested with greater power and authority.
- III. Permission to make such additions to the above as we may feel are necessary, with the consent and approval of the President and Faculty.

The Reply of the Faculty (October 20, 1906)

The Faculty of Sweet Briar College endorses most cordially the desire of the student body to assume responsibility for the conduct of individual students in non-academic matters. Therefore, the Faculty accords permission to frame a constitution embodying laws regulating the points specified in the petition—said constitution to be submitted to the Faculty for endorsement.

HONOR SYSTEM

The Honor System, a workable system of mutual trust which has been incorporated into *all aspects of life at Sweet Briar*, consists of three principles of honor upon which the community operates. These principles are: the validity of one's word, the honesty of one's work, and respect for the property of others. While allowing students a greater degree of individual responsibility, the Student Association Rules and Honor System serve to establish a cohesive sense of community living. When a student assumes this responsibility, it is

believed that she will recognize the rights of others and maintain consideration for these rights. This system operates for the benefit of the whole and the individual only when each individual accepts her responsibility to the whole.

The Honor System is based on the fundamental belief that harmony in community living is best achieved when it has as its basis honor and mutual trust. The Honor System at Sweet Briar College is constructed so as to uphold these three principles which we believe to be the core of individual and community honor:

- 1) Integrity of one's word
- 2) Respect for the property of others
- 3) Honesty in academic work (including preparation of classroom work, papers, laboratory work and notebooks, tests and examinations).

Each student is required, under pledge, to adopt these standards and to uphold them during the duration of her career at Sweet Briar.

After passing the Student Association test at the beginning of her first year at Sweet Briar, every student is expected to sign the honor pledge, without reservation, indicating that she will adhere to the principles of the Association as long as she is a member thereof.

SWEET BRIAR HONOR PLEDGE

I PLEDGE THAT I WILL GUARANTEE THE VALIDITY OF MY WORD, MAINTAIN ABSOLUTE HONESTY IN MY WORK, AND RESPECT THE PROPERTY OF OTHERS. REALIZING THAT THESE STANDARDS ARE AN INTEGRAL PART OF LIFE AT SWEET BRIAR, I HEREBY ASSUME MY OBLIGATION TO UPHOLD THEM. I WILL REPORT MYSELF AND ASK OTHERS TO REPORT THEMSELVES FOR ANY INFRACTION OF THIS PLEDGE.

In order to avoid external controls as much as possible we depend upon certain means of self-enforced discipline.

1. The student must report herself for any infraction of the Sweet Briar Honor System. If there is cause to think that specific infractions are occurring, judicial representatives, in accordance with judicial procedures, have the power to ascertain whether or not this is true.

2. The student is first of all responsible for her own behavior. If she has reasonable knowledge of a breach of the pledge, she is honor-bound, by her signature, to ask the offender to report herself. If

the offender fails to report herself, it is within another student's power to report to the proper Student Association officer. Signing the pledge does not commit a student to report an offender, but it does commit her to ask the offender to report herself.

Any infraction of the **Sweet Briar Rules and Regulations** which involves lying, cheating, or stealing is considered a breach of honor.

An honor regulation is one which the student has pledged herself to uphold. The student is honor-bound to report herself and to ask other students to report themselves for infractions of the honor regulations. Such infractions will be considered honor offences and as such will be punished with severity.

ACADEMIC HONESTY

THE VALIDITY OF THE SWEET BRIAR DEGREE DEPENDS UPON THE INTEGRITY OF THE WORK WHICH IT REPRESENTS. Therefore principles of academic honesty are an essential part of the Sweet Briar Honor System. In accordance with these principles the following regulations have been established:

I. Examinations and tests

- A. All tests and examinations are given under the Honor System. The student's signature signifies that the information given is her own on a test or paper. It is regarded as a guarantee of honest work.
- B. Only those materials needed for the examination may be brought into the examination room. For their own protection students are advised not to bring notebooks into classrooms where tests and examinations are to be held.

II. Papers

- A. Literary honesty is avoiding in both appearance and reality any presentation of the words or ideas of another as one's own work. The wording used by others in expressing even commonly known facts is private property, and to include it in a paper as though it were one's own, is dishonest. Ideas and facts not generally known and not commonly accepted still bear the personal impress of the men who formulated or discovered them, and it is unfair for the student to present such facts and theories as though they were his own, even if he changes the phrasing their originator used to express them. The student may use another person's work only if due credit is given.

Credit is given for the words of another by enclosing them in quotation marks or by indenting and single-spacing them. A footnote must be used to show the exact source. A quoted passage may range from a single word, to a phrase, sentence, paragraph, or series of paragraphs.

Every quotation must be exact. If words or phrases within a quotation are omitted for the sake of brevity, three dots should be used to indicate the omitted portion.

If such words as pronouns or proper names in a quotation are not clear, an identifying or explanatory word may be inserted by the student. This editorial material must be enclosed in square brackets.

Credit is given for the fact or idea of another, or the paraphrase or summary of another's work, by a footnote specifying the source. Acknowledgement must be made even though the student expresses the ideas and facts in words different from the source.

B. Examples of the unfair use of material follow:

This is a paragraph from *The Rise of American Civilization* by Charles A. and Mary Beard:

When the first Continental Congress assembled in Carpenter's Hall in Philadelphia, it was found that many of the ablest men in America had been sent to speak for the discontented groups in the colonies. Some were bold: Gladson of South Carolina was for an immediate attack on General Gage in Boston. Others were cautious: Dickinson of Pennsylvania thought that a respectful petition to the king would restore harmony; Washington, like Cromwell before him, apparently awaited the decree of Providence.

The following is not an exact copy of the original, but it contains some of the phraseology which was formulated by the Beards and which therefore belongs to them. To hand in as an original paper one containing this paragraph without giving credit to the Beards would be dishonest.

Among the members of the first Continental Congress, which met in Philadelphia in 1774, were some of the most capable men in America. They *had been sent to speak for the discontented groups in the colonies*. Some of the delegates, like Gladson of South Carolina, favored *bold*, decisive action. Others, like Dickinson of Pennsylvania, were more

cautious, believing that a *respectful appeal to the king* would lead to a solution of their problems. Washington *apparently awaited the decree of Providence*.

In the following paragraph, none of the wording employed by the Beards remains, but the whole framework of the paragraph, the ideas and their arrangement, has been retained. The inclusion of this paragraph in a paper as if it were original work would be dishonest.

Many of the wisest men in the colonies were among the delegates of the first Continental Congress. There was a great difference of opinion among these men about what ought to be done concerning the grievances of the colonies.

There were those who favored prompt decisive action. Gladson of South Carolina, for instance, advocated attacking the British troops in Boston at once. There were others who believed that a deferential appeal to the king would bring about a redressing of their wrongs. Washington seemed to be content with a policy of watchful waiting for what fate had in store. No wonder that John Adams declared the Congress was part Whig, part Tory, and part mongrel.

The sum of these principles, however, is not that it is impossible to utilize the work of the Beards. The material in this paragraph may be used in several ways. In the first place, it may be quoted entirely or in part, a footnote being used to refer to the source of the quotation. In the second place, all or part of the paragraph may be used as an indirect quotation. In indirect quotation the writer does not reproduce exactly the words of his source but presents the ideas in his own words, at the same time acknowledging his indebtedness. Paragraph 3 might be used, for instance, after some such introduction as this: "According to Charles A. and Mary R. Beard in *The Rise of American Civilization*, many of the wisest men in the colonies were . . . etc." Finally, the facts in the paragraph or some of them might be used without borrowing either the phraseology or the organization employed by the Beards, credit being duly given them in a footnote.

**Constitution of the
Student Association
of Sweet Briar College**

The proposed Constitution and By-Laws, as revised, will be distributed separately from this handbook.

Student Association**EXECUTIVE BOARD MEMBERS**

<i>President</i>	MARY DANFORD
<i>Vice President</i>	WEEZIE BLAKESLEE
<i>Secretary</i>	MARY WITT
<i>Treasurer</i>	KATHY KAVANAGH
<i>Chairman House Presidents Council</i>	TO BE ELECTED
<i>Vice President Senior Class</i>	DIANE LESLIE
<i>Vice President Junior Class</i>	JEANNIE MANNING
<i>Vice President Sophomore Class</i>	LIBBY STOUGH
<i>Vice President Freshman Class</i>	TO BE ELECTED
<i>Chairman of Social Activities Committee</i>	BETSY CANN
<i>Day Student Representative</i>	NELLY OSINGA
<i>Chairman of the Curriculum Committee</i>	ROBERTA CULBERTSON

Ex-officio, non-voting members

<i>President of Senior Class</i>	BETSY MERIC
<i>President of Junior Class</i>	JANE MALONEY
<i>President of Sophomore Class</i>	PENNY CZARRA
<i>President of Freshman Class</i>	TO BE ELECTED

NAMES AND FACES

MARY DANFORD
President



WEEZIE BLAKESLEE
Vice-President



MARY WITT
Secretary



KATHY KAVANAGH
Treasurer



BETSY CANN
*Chairman of Social
Activities Committee*



ROBERTA CULBERTSON
*Chairman of the
Curriculum Committee*



NELLY OSINGA
*Day Student
Representative*



DIANE LESLIE
*Vice President of the
Senior Class*



JEANNIE MANNING
*Vice President of the
Junior Class*



LIBBY STOUGH
*Vice President of the
Sophomore Class*

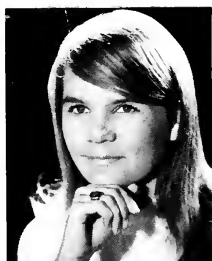
To be elected:

Vice President of the Freshman Class
Chairman House Presidents Council

Ex-officio, non-voting members



BETSIE MERIC
*President of the
Senior Class*



JANE MALONEY
*President of the
Junior Class*



PENNY CZARRA
*President of the
Sophomore Class*

To be elected:
President of the Freshman Class

JUDICIAL COMMITTEE MEMBERS

Chairman	JENNI WHERRY
Vice Chairman	EMILY GARTH
Secretary	MAUREEN HYNES
Senior Representative	{ EMILY GARTH
Junior Representatives	{ MAUREEN HYNES ANN R. SMITH
Sophomore Representatives	{ CECE CLARK SARAH CLEMENT
Freshman Representatives	TO BE ELECTED



JENNI WHERRY
Chairman



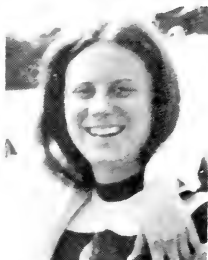
EMILY GARTH
Vice Chairman and
Senior Representative



ANN R. SMITH
Junior Representative



CECE CLARK
*Sophomore
Representative*



SARAH CLEMENT
*Sophomore
Representative*

Not pictured: Maureen Hynes, Secretary and Junior Representative
Freshman Representatives, to be elected.

STUDENT ASSOCIATION RULES

All regulations, in this and other sections of the Handbook, are made for the safety of the individual and the harmony of community living. STUDENTS ARE EXPECTED TO ABIDE BY THESE REGULATIONS. If the House Councils have reason to believe that these regulations not governed by the Honor System are not being upheld, it reserves the right to take the appropriate measures necessary for enforcement.

ANY STUDENT HAS THE RIGHT TO REPORT ANOTHER STUDENT TO HER HOUSE COUNCIL FOR AN INFRACTION OF ANY OF THE COLLEGE REGULATIONS AFTER SHE HAS SPOKEN TO THAT STUDENT ABOUT THE INFRACTION.

I. HOUSE REGULATIONS

Quiet:

A. Students, out of consideration for others, should be reasonably quiet at all times in the dormitories.

Particular emphasis shall be given to maintaining quiet: in the dormitories on weekdays and Sundays from 7:30 p.m. to 7:15 a.m.; on Saturdays from closing hour to 10:00 a.m. Sunday. During the weeks of examinations, there shall be 24-hour quiet hour.

B. Any student, as a member of the Association, shall have the right to protest against an unwarranted disturbance in the dormitories. In case of persistent disregard of the rights and privacy of others, she may give the student or students creating disturbance a noise warning in accordance with the system established by the House Council of that dormitory.

II. REGULATIONS GOVERNING EXTRACURRICULAR ACTIVITIES

A. Financial Management:

1. To cover annual dues of the various student organizations of the College, and to support various other student enterprises, a Student Activities Fund has been created. By vote of the student body this fee of \$50 is to be paid by every student in the College. Checks should be made payable to the Student Activities Fund and deposited with the Treasurer of the Student Association in the early fall.
2. All organizations handling money shall maintain organization accounts in one of the local banks.

3. Organization accounts shall be kept in books approved by the **Finance Committee**.
4. Accounts of all organizations receiving money from the Student Activities Fund and those which handle considerable amounts of money shall be audited at least three times a year by the Assistant Treasurer of the College, at the scheduled time agreed upon by the Treasurer of Student Association and the Assistant Treasurer of the College. These organizations shall file with the Assistant Treasurer of the College an annual report of the financial transactions at the end of the fiscal year, April 30.

B. Supervision:

All activities shall be supervised by the Vice-President of the Student Association, who shall consult regularly with the Dean of Students.

C. Freshmen:

Freshmen may not engage in extracurricular activities until the end of the first five weeks of the Fall Term.

D. Eligibility:

Students on Academic Probation or on the Warning List are not eligible for extracurricular office.

Experience also shows that the following cumulative credit ratios should be attained before any student seeks one of the indicated offices below:

President of Student Association	2.30
Chairman of the Judicial Board	2.30
Secretary of Student Association	2.30
Treasurer of Student Association	2.30
Class Presidents	2.10
Vice-Pres. of Student Association	2.30
Judicial Board Representatives	2.10
Chairman of Orientation Committee	2.10
Editor of the <i>Sweet Briar News</i>	2.30
House Presidents	2.10
Chairman of Social Activities Committee	2.30
Editor of the <i>Brambler</i>	2.30
Editor of the <i>Briar Patch</i>	2.30
Chairman of Curriculum Committee	2.30
Vice-President of Classes	2.10
Secretary of Classes	2.10
Treasurer of Classes	2.10
Paint and Patches, President	2.30
Paint and Patches, people working on plays	2.20

For all other offices the suggested cumulative credit ratio is 2.10.

I. ACADEMIC RULINGS

All students are expected to be familiar with the academic regulations and procedures in this section, which consists of excerpts from the Handbook of Faculty Rulings. Other Faculty Rulings will be found in the catalog of the College. A student who does not understand any Ruling should consult the Dean. Ignorance of the regulations will not be an acceptable excuse for failure to comply with them.

A. Registration, Changes of Program, Schedules

1. a. Preliminary registration of students in courses takes place in the Spring Term at a time designated by the Recorder.
b. Final registration for the Fall, Winter and Spring Terms takes place on the dates specified in the College Calendar.
c. The registration of all students must be completed on the dates specified and rooms will not be held for students who do not register unless an acceptable excuse has been presented to the Dean before the official registration date.
d. All students are required to attend the Convocation at the opening of the academic year and any other Convocations designated in the College Calendar as required.
2. a. Changes of program (add drop) may be made within the first eight class days of the Fall and Spring Terms and the first three days of the Winter Term. A fee of \$10 will be charged.
b. The Dean is empowered to waive the fee in any case if in her judgment this is justified. The fee will be waived in the case of new students for their first year in the College and, in the case of students returning after a term of absence, for any changes made during the first term after their return.
c. A student may not enter a course later than the eighth day of the Fall or Spring Term or the third day of the Winter Term. A student who drops a course after the fifteenth class day of the Fall or Spring Terms (in the case of a freshman in her first term, the twentieth day) or the fifth class day of the Winter Term automatically incurs an F in the course. Exceptions may be made by the Dean at her discretion or on the recommendation of the College Physician. Exceptions shall be reported to the Executive Committee of the Faculty.
d. A change of program is not valid until the completed form is presented to the Recorder by the student.

B. Courses of Instruction, Hours and Credits, Requirements for Graduation and Class Standing

1. a. The announcement of courses to be offered shall each year be presented by every department to the Committee on Instruction for its consideration and recommendation to the Faculty which must approve all changes in course offerings.
- b. No change from the catalog announcement of credit hours or number of hours of meeting may be made without the approval of the Committee on Instruction.
2. a. Permission to audit a course must be obtained from the instructor.
- b. A student must obtain special permission from her faculty adviser and the Dean, and the approval of the College Physician, in order to carry more than 5 units of academic work.
- c. With the permission of the instructor a student may register for a course on a "potential credit" basis, provided she is registered for at least 4 courses for credit. The instructor will specify the requirements of the course and the student must meet these requirements as scheduled if she wishes credit. Not later than one week before the end of the classes in the term, the student must notify the instructor that she proposes to complete the course for credit. If she fails to do this within the stated period, her course registration is cancelled.
- d. A student may not carry less than 3 units of academic work. The Dean is empowered to grant exceptions to this ruling. If the reason is one of health, the recommendation of the College Physician is required.
3. a. The credit ratio is the ratio of the total number of quality points to the total number of course units taken, excluding physical education, grades in which are not counted in computing the credit ratio.
- b. The credit ratio is computed as follows: for each unit of A, 4 quality points; B, 3; C, 2; D, 1; F, 0. For every unit of plus add .3; for every hour of minus, subtract .3.
- c. In computing the ratio, courses which are reported as incomplete, conditioned or failed are counted.
- d. Courses completed at another institution, including the Junior Year in France, are not counted in computing the credit ratio.

- e. The grade on the comprehensive examination or other work offered in lieu thereof will not be computed in the credit ratio or major rating.
- 4. a. In order to be eligible for the Sweet Briar degree, a student must present 35 units, in addition to the required work in physical education, and must have a cumulative credit ratio of not less than 2.00 on the courses taken at Sweet Briar. She must satisfy the other requirements for the degree as specified in the catalog.

One unit must be carried in *three* winter terms.

- b. A minimum of two years of residence, one of which must be the final year, is required for the degree and not less than 18 units of credit presented for the degree must have been earned at Sweet Briar.
 - c. Every candidate for the degree must pass a comprehensive examination in her major subject or complete a senior thesis or comparable project as determined by the department of the major.
 - d. A student may declare, complete and have recorded a double major by fulfilling the requirements of two departments, including two comprehensive examinations or equivalent as determined by each department.
 - e. A credit ratio of not less than 2.00 on all courses offered to fulfill the major requirement is required for graduation.
 - f. The diploma must be made out in the full legal name of the student at the time the degree is conferred.
 - g. A student who after 12 terms of work fails to meet the general credit ratio or the credit ratio in her major required for graduation may be permitted to return to college for the Fall or Spring Term in the year following. She must carry not less than 3 units of work for credit and must have a credit ratio of 2.00 for her entire college course and a credit ratio in her major of 2.00 in order to obtain the degree.
 - h. Exceptional cases may be referred by the Dean of the Executive Committee of the Faculty.
- 5. a. For senior standing a student must have passed at least 26 units of work and have a cumulative credit ratio of not less than 2.00 and must have met the degree requirements in foreign language and physical education.

- b. For junior standing a student must have passed 16 units and have a cumulative credit ratio of not less than 2.00.
 - c. For sophomore standing, 8 units and have a cumulative credit ratio of not less than 2.00.
 - d. A student who fails to earn the units or credit ratio or other stipulations required for full class standing will be carried on the roll of her class as a Conditional Sophomore, Junior or Senior and will not be entitled to the social or non-academic privileges of her class until she has achieved full class standing.
6. a. Any student who fails to meet the requirements for class standing will be reported by the Dean to the Committee on Student Eligibility which may place the student on probation or the warning list or may declare her ineligible to continue her college course.
- b. A student who, having been on probation for two consecutive terms, not including the Winter Term, fails to achieve a cumulative credit ratio of 2.00, may be declared ineligible to continue in the college. Exceptions to this rule may be made on the recommendation of the Dean by the Committee on Student Eligibility.
7. a. By agreement among the three colleges, a student at Sweet Briar College may take a course at Lynchburg College or Randolph-Macon Woman's College, provided the course is not offered at Sweet Briar College. With the approval of the appropriate department at Sweet Briar, the course may be counted toward the Sweet Briar degree and the grade will be counted in the computation of the cumulative credit ratio.
- b. Application for admission should be made to the Dean. No tuition will be charged in addition to that already paid to Sweet Briar College, but the student must pay any extra fees or charges and must make her own arrangements for transportation.

C. Tests, Examinations, Grades

- 1. a. All tests and examinations are given under the honor system.
 - b. The student's signature to any written work is regarded as a pledge of honest work.
2. a. Examinations for each course are held at the end of each Fall and Spring Term and are scheduled in accordance with a plan

approved by the Faculty. At the discretion of the instructor an examination may be given in a Winter Term course but no time will be set aside in the College Calendar for Winter Term examinations.

- b. If a department or instructor wishes to substitute some other piece of work for an examination, the Dean must be informed in advance and not later than one month before the end of classes within the term. The Dean will notify the Recorder if no examination is to be given.
 - c. A copy of each course examination must be filed in the Recorder's Office.
 - d. Course examinations are normally of two hours duration and must be terminated promptly. An instructor who wishes to give an examination of longer duration must request the prior approval of the Dean.
 - e. All course work must be completed by the last day of classes in each term.
3. a. If, preceding an examination or hour test, a student feels ill, she shall report immediately to the Infirmary. If the College Physician determines that the student is unable to take the examination or test on schedule, she will advise the student to consult her instructor and arrange the time and place for a deferred examination or test.
 - b. If a student is in the Infirmary at the time scheduled for an examination or test, she may, with the permission of the Physician, take it in the Infirmary. By arrangement with the instructor, however, she may take it at a later time after she has left the Infirmary.
 - c. Examinations and tests taken in the Infirmary are conducted under the honor system.
 - d. If a student is absent from an examination for reasons other than health, she must forfeit credit for the course unless she presents for such absence an explanation satisfactory to the instructor and the Dean. If she is absent from a test without a satisfactory excuse, she will receive a grade of F for the test.
4. a. Each department shall require a senior comprehensive examination, or a senior thesis, or comparable project, to be determined by the department.

- b. The grade for the comprehensive examination or other work offered in lieu thereof shall be recorded as "With Distinction," "Satisfactory" or "Unsatisfactory."
 - c. The grade for the comprehensive examination shall be given to the Recorder who will inform the student whether she has passed. Grades may not be given to any student or her parents by an instructor.
 - d. If a student fails the comprehensive examination, she may take a re-examination before the beginning of course examinations. If she fails the re-examination, she may take a third comprehensive examination in the following academic year.
5. a. Grades are to be assigned with the following meaning: A, indicates excellent work; B, good; C, average; D, poor but passing; E, condition; F, failure.
- b. i. In the case of year courses the numbers of which are connected by a hyphen, a grade shall be given at the end of the Fall Term but the grade given at the end of the Spring Term shall be the final grade for the year.
 - ii. In year courses the numbers of which are separated by a diagonal line, the grade for each term is separately recorded but the Spring Term must be completed if credit is to be allowed for the Fall Term.
 - iii. In year courses the numbers of which are separated by a comma, the grade for each term is separately recorded and graded, but the Fall Term is a prerequisite for the Spring Term unless otherwise indicated in the course description in the catalog.
- c. i. If the Fall Term grade in a year course is an F, the instructor shall decide whether the work of the Fall Term must be repeated. If the final grade is an F, the instructor shall decide whether both terms or only the Spring Term must be repeated before a final grade may be given for the course.
 - ii. If a grade of F is obtained at the end of the Fall Term of a year course and the course is then dropped, the grade shall be counted for one term only. If the course is continued into the Spring Term and dropped after the fifteenth day of the term, a grade of F will be recorded for the year.
6. a. In case the grade at the end of any term is F, E (*Condition*)

or *Incomplete*, the instructor shall complete a report thereof in duplicate on a form available in the Dean's Office. This report is to be given to the Dean at the time the grades are reported to the Recorder.

- b. If a student fails a required course, she must repeat the course either at Sweet Briar or at another institution, subject to the approval of the Dean and the head of the department concerned. If a student fails a required course twice, she may be declared ineligible to remain in college.
- c. A grade of E (*Condition*) indicates that, in the judgment of the instructor, the student should be given an opportunity to present further evidence of her proficiency before receiving a final grade for the course because (a) after doing satisfactory work she has failed a final long paper or examination; or (b) her work, while not clearly failure, is not of passing quality, yet a repetition of the course is not desirable.
- d. An E (*Condition*) on the Fall Term's work in a year course may be removed by passing a re-examination to be taken within the first two weeks of the Winter Term. At the discretion of the instructor, a student may be allowed to continue in the course without a re-examination; and if the final grade is C or above, the Condition shall be regarded as removed.
- e. An E (*Condition*) on a one term course or at the end of a year course may be removed by repeating the course or by passing a re-examination within the first two weeks of the following term. The re-examination must be taken at Sweet Briar. If the student fails to remove the Condition by either method, a grade of F shall be recorded.
- f. *Incomplete* indicates that a substantial piece of required work has not been completed but under circumstances which merit an extension of time.
- g. A grade of *Incomplete* may be removed only by the completion of the incomplete work within the first two weeks of the following term unless under exceptional circumstances an extension of time is granted by the Dean in consultation with the instructor. If the *Incomplete* is not removed within the specified time, the grade of F for the course shall be recorded.
- h. It is the responsibility of a student who receives notice of *Condition* or *Incomplete* in a course to communicate with the in-

structor promptly and make arrangements for the removal thereof or indicate that she proposes to repeat the course or accept a grade of F.

7. a. A student with a cumulative credit ratio of at least 2.00 may, with the approval of her adviser, take one course each term on a Pass/Fail basis provided that at least 18 course units of graded work taken at Sweet Briar College are presented for graduation. A student in her first term at Sweet Briar is not eligible for this option.
- b. The student shall be responsible for meeting all academic obligations of the course, including tests, papers and examinations, and shall be graded on the same basis as the other students in the course. If her final grade is C- or better, she may receive credit toward the degree but the course shall not be counted in the computation of her cumulative credit ratio. The grade of P shall appear on her record. If her final grade is less than C-, she shall not receive credit for the course and the grade of F shall appear on her record but shall not be counted in the computation of her cumulative credit ratio.
- c. A student must choose the course that is to be taken on a Pass/Fail basis at the time of the election of that course.
- d. An instructor or department may exclude a course from Pass/Fail. Such courses will be so indicated in the catalog.

D. Advanced Standing, Summer Work

1. a. Application for credit at Sweet Briar for work pursued elsewhere must be made to the Dean. In no case will more than 17 units of credit be allowed toward the degree for work taken elsewhere.
 - b. Credit is tentative until the student has completed one year's work at Sweet Briar with a credit ratio of at least 2.00.
 - c. No credit will be granted for work taken at another institution, including the Junior Year in France, if the grade obtained is less than C-.
2. a. Not more than 5 units of credit for summer school work will be allowed toward the degree. Students in course must obtain in advance the permission of the Dean and the approval of the

department concerned for each course taken in summer school if credit is desired.

- b. No credits for summer school work will be allowed in the case of entering freshmen until the student has completed her first year at Sweet Briar with a credit ratio of at least 2.00. If credit is desired, the work must have been taken *after* graduation from high school.

E. Calendar, Class Attendance, Due Dates for Papers and Reports

1.
 - a. Students shall remain in the classroom for ten minutes after the second bell has rung but may then leave if the instructor fails to meet the class without notice.
 - b. On days of compulsory attendance ("Calendar Days"), an instructor may not dismiss a class before the hour specified for closing nor may he cancel a class unless the permission of the Dean has been secured in advance.
 - c. While an earlier date for the completion of term papers or reports may be set by the instructor, the latest date permitted is one week before the end of classes in the Fall and Spring Terms. All work for the Winter Term must be completed by the last day of the term.
2.
 - a. A student is expected to attend all classes and keep all other academic engagements. The responsibility for attendance rests with the student but the instructor shall by the 15th of each month give the Dean the name of any student whose absences, in the instructor's judgment, may have been excessive during the preceding month.
 - b. All work missed must be made up promptly, and in advance of an absence if it can be anticipated. The responsibility for making up work is the student's if the absence has been unexcused.*
 - c. With the permission of the instructor, a student may change from one section to another in order to make up work. She may not do so in order to remove records of absence or to leave college early before a vacation or recess, or to return late therefrom.

*Work missed in Physical Education due to medical disability may be made up without penalty with an approved excuse. This implies consultation at the Infirmary *before the absence* and filling out a "Blue Slip", except for menstrual cramps, in which case arrangements for make-up work may be made directly with the instructor.

- d. Attendance at class (including Physical Education) and all other academic appointments is compulsory on the two days preceding and following a vacation or recess, including the first two days of each term. These days are denoted "Calendar Days" on the official Calendar. For an absence on a Calendar Day which has not been excused in advance, the student must present a written explanation to the Dean within two days of her return to College. If she fails to do so or if the explanation is unsatisfactory, the Dean will impose an appropriate penalty.
- e. An excuse for a late return to college after a vacation or recess must be presented to the Dean of Students before the hour set for return to the college. Students travelling by public transportation *without* confirmed reservations will not be excused for lateness unless the delay is caused by inclement weather or mechanical failure.
- f. A student who is absent from classes for more than four weeks may re-enter classes only with the permission of the Dean. Only in exceptional cases will she be permitted to carry a full schedule of courses.
- g. The Dean may modify at her discretion the operation of any of the rules regarding attendance.

F. Honors

1. General honors are awarded at graduation on the basis of the student's entire undergraduate record, including the comprehensive examination in her major field or work offered in lieu thereof.
2. The requirements for
 - a. the degree *cum laude* are a cumulative credit ratio of not less than 3.30 and a grade of "Satisfactory" on the Comprehensive examination or work offered in lieu thereof.
 - b. the degree *magna cum laude*: a cumulative credit ratio of 3.50 and a grade of "With Distinction."
 - c. the degree *summa cum laude*, a cumulative credit ratio of 3.80 and a grade of "With Distinction."
3. Departmental honors as well as general honors may be awarded to students enrolled in the Honors Program. Depending on the

quality of the student's work, she may receive the degree with "Honors," "High Honors" or "Highest Honors" in her major field of study in accordance with the stipulations for the Honors Program as approved by the Faculty.

4. "Junior Honors" are awarded at the beginning of the academic year to the members of the Junior Class who have achieved a cumulative credit ratio of not less than 3.30.
5. "Freshman Honors" are awarded at the end of the Fall Term to freshmen who have achieved a credit ratio of 3.30, provided they have carried at least 4 units of graded work and received no grade below C.
6. Sophomores, juniors and seniors who have achieved a term credit ratio of not less than 3.50 at the end of a Fall or Spring Term, provided they have carried at least 4 units of graded work and received no grade below C, may with the approval of the Faculty be named to the Dean's List.

G. The Honor System

1. If an instructor observes a possible breach of the Honor System he will promptly confer with the student involved. If after conferring with the student, the instructor believes that a breach has occurred, he shall urge the student to report herself to the Judiciary Chairman of the Student Association. The student shall advise the instructor when she has done so. If the student fails to do so promptly, the instructor shall report the case himself to the Judiciary Chairman.
2. When consulted by a student concerning suspicious work which she has observed, the instructor should advise the student to discuss the case with the Judiciary Chairman of the Student Association. If an instructor is in doubt about the best procedure in a given case, he should consult the Dean or the President of the College.
3. Dismissal, suspension and, in the case of academic matters, pledge suspension and probation shall be recorded in the student's permanent record. These shall be included in a transcript for a non-graduate, but none shall be on a transcript after graduation.

H. Academic Advisers

1. The Dean and the Assistant Dean are available for counseling of students on all matters, though their responsibility lies especially in the academic area.
2. The Assistant Dean serves as special adviser to freshmen and sophomores.
3. At the beginning of the college year, each freshman is assigned a faculty adviser.
4. After a student has chosen her major field in the spring of her sophomore year, her work will be directed by the adviser to majors in her department.
5. The Dean is the general adviser of upperclassmen, of students entering on transfer from other institutions, and of foreign students.

II. STATEMENTS OF POLICY OF SWEET BRIAR COLLEGE

A. Statement on Discipline

Any student accepting a place at Sweet Briar should know that the College will not tolerate illegal acts or extremes of social behavior which ignore the rights of others or are injurious to the individual, the community, or the College itself.

In any extreme or clearly dangerous situation the judgment of the President suffices to enforce a decision of temporary suspension and removal from the College until a hearing before the appropriate committee can be arranged. This procedure will be accomplished as quickly as possible.

Any student unwilling to acknowledge such authority on the part of the College is advised to withdraw.

The College reserves the right to exclude at any time, following established procedures that protect individual rights, any student whose conduct or academic standing it regards as unacceptable in a community of scholars and students.

B. Statement of Drug Policy of Sweet Briar College

1. According to Virginia State Law, it is illegal to possess or distribute a wide variety of drugs. The chart below specifies the types of controlled drugs as well as the penalties for their distribution and use.
2. Civil authorities have the responsibility for law enforcement and may search a student's room if they have evidence that the law is being broken. As a protection for the rights of students the College has stated, however, that it will not condone such a search unless a proper legal warrant has been obtained.
3. As an educational institution, Sweet Briar is concerned with informing students of the personal and community consequences of the use of drugs and thus with helping them make responsible decisions in this area. Any student who approaches an official of the College seeking help or treatment for a drug problem will be given every possible assistance. In this case, all disclosures by the student will be treated with complete confidentiality, and no disciplinary action will be taken. A psychiatrist as well as a peer counseling group are available to counsel students seeking help with drug problems. Also, literature on drugs is on reserve in the Mary Helen Cochran Library.
4. In the event that an incident of drug abuse comes to the attention of the Administration other than by self-report, the following guidelines will determine the course of action to be taken:
 - a) Any student found to have illegal drugs (including marijuana) on campus will, at the discretion of the Dean of Students, be subject to a probationary status, will be advised to seek counseling, or will be referred to the Judicial Committee for possible disciplinary action, especially in the case of a repeated offense. In the latter instance the complaint may recommend any one of a range of penalties including expulsion.
 - b) Any student found to be engaging in the sale or distribution of illegal drugs on campus or for use on campus will be reported immediately to appropriate civil authorities. In such a case the Administration will bring a complaint before the Judicial Committee recommending expulsion from the College.

- c) Any non-student found to be engaging in the sale or distribution of illegal drugs at Sweet Briar will likewise be reported immediately to civil authorities, and, if applicable, a complaint will be filed with the appropriate college authority.
5. Because of the many issues involved, each report of possible drug abuse off campus will be considered in relation to time, place, and circumstances of the instance in question. In the event of such an abuse in which Sweet Briar may be directly or indirectly involved, the Administration reserves the right to file a complaint with the Judicial Committee or the appropriate authority, regardless of parallel legal proceedings.

VIRGINIA DRUG CONTROL LAWS*

COLLEGE POLICIES

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DRUG	POSSESSION		MANUFACTURE, DISTRIBUTION, SALE OR POSSESSION WITH INTENT TO SELL		DISTRIBUTION TO PERSONS UNDER 18
	1st Offense	2nd Offense	1st Offense	2nd Offense	
NARCOTICS (Including Heroin) AND COCAINE HALLUCINOGENS (Such as LSD, DMT, Peyote, Mescaline)	1-10 years or up to \$5000 fine and 12 months	2-20 years or up to 12 months and not more than \$10,000 fine	1-40 years and/or \$25,000 fine	10 years to life and/or \$50,000 fine	5-40 years and/or \$50,000 fine
BARBITUATES AMPHETAMINES AND METHAM- PHETAMINES	Up to 12 months and/or \$1000 fine	2-20 years or up to 12 months and not more than \$10,000 fine	1-40 years and/or \$25,000 fine	10 years to life and/or \$50,000 fine	5-40 years and/or \$50,000 fine
MARIJUANA	Up to 12 months and/or \$1000 fine	2-20 years or up to 12 months and not more than \$10,000 fine	1-40 years and/or \$25,000 fine	10 years to life and/or \$50,000 fine	5-40 years and/or \$50,000 fine
GENERAL PRESCRIPTION DRUGS	(Possession without pre- scription, or with forged prescription) Up to 12 months and/or \$1000 fine		Up to 1 year and/or \$1,000 fine	1-5 years or up to 12 months and \$10,000 fine	

CONVICTION for the offenses of manufacturing, distribution, sale or possession with intent to sell may be based solely on the quantity of drugs in one's possession. A person possessing large quantities of any type drug may be deemed to be holding those drugs for sale or distribution rather than for personal use.

SECOND OFFENSE means a person has been convicted of a similar offense anywhere within the United States.

Any offense punishable with a minimum of one year's confinement in the penitentiary is deemed a felony. Anyone convicted of a felony may be barred from voting, holding public office, entering certain licensed professions such as medicine or law, receiving clearance for certain government jobs, teaching or entering related positions. Anyone who attempts to commit or conspires to commit a drug offense may be punished as if the crime were actually committed.

**The source of this chart is Washington and Lee University with modifications by the Sheriff of Amherst County.*

Joint Statement On Rights and Freedoms of Students

A Joint Statement of Rights and Freedoms of Students, which has been endorsed by the Association of American Colleges and a number of other associations concerned with higher education, has been adopted by the Board of Directors of Sweet Briar subject to certain provisions and stipulations relevant to the educational purposes and administrative system of Sweet Briar College. Copies are available in the Office of the President and the Office of the Dean.

III. GENERAL RULES

A. Campus Regulations

1. Fire Prevention

- a. A FALSE RINGING OF THE FIRE ALARM IS AN EXTREMELY SERIOUS OFFENSE AND WILL BE TREATED ACCORDINGLY WITH SUSPENSION FROM THE COLLEGE BEING THE PROBABLE PENALTY.
- b. To ensure unimpeded exit from the buildings, nothing may be placed on the fire escapes or ladders.
- c. Fire Prevention Regulations:
 - i. No fire may be made in any room.
 - ii. No candles may be used in the dormitory rooms. Permission to use candles in the parlors or common rooms must be obtained from the Vice President and Treasurer of the College; any question of fire prevention should be referred to him.
 - iii. Smoking is FORBIDDEN in the following places:
 - (a) Dormitories: in student rooms and corridors.
 - (b) Academic buildings except seminar rooms.
 - (c) Faculty and staff offices unless a faculty or staff member is present and gives permission.
 - (d) The Book Shop, Babcock Auditorium, and the chapels.
 - (e) The Library except in the History Reserve Room and the two smoking lounges.

PROHIBITION OF SMOKING IN STUDENT ROOMS IS A PRECAUTION FOR THE SAFETY OF LIFE, LIMB AND THE PROPERTY OF STUDENTS AND OF THE COLLEGE. Peri-

odic checks of student rooms will be made by officials or representatives of the college. It is to be understood that if any evidence of smoking or fire has occurred in a room, the occupants assigned to that room will be considered the responsible students and the following penalties will be given:

1st offense: Fine of twenty-five dollars.

2nd and subsequent offenses in the course of a student's career at Sweet Briar: Fine of fifty dollars for each occurrence.

Students are encouraged to inspect their rooms promptly and to report in writing any damage caused by cigarette or fire. This should be done through the Office of Halls of Residence in Gray.

2. Closing Hour:

- a. The campus Closing Hour is 12 midnight, the time at which the Security Officers lock the dormitories.
- b. Students may be admitted to the dormitories after the Closing Hour through a key system. Keys are available at the beginning of the college year

at: The time of course registration, Gymnasium. (If not procured then, go to the Information Center for a dorm key).

for cost of: Three dollars (not refundable).

In case of loss only one duplicate will be issued, that also for a charge of three dollars. *Keys may not be duplicated except by the College.*

A dormitory key may not be borrowed or used by ANYONE other than the student to whom it is issued. When the Administration of the College deems it necessary to change dormitory locks for security reasons, each student will be charged an additional fee of three dollars for a re-issued key.

For security reasons students are under obligation to see that the "key" door is locked after them when entering or leaving the dormitories after Closing Hour. The exit likewise is to be through the "key" door only. No door is to be propped open or opened by a student within the building to allow a student or guest to enter after the Closing Hour.

Students returning to their dorms after the Closing Hour are expected to do so in an orderly and quiet manner out of respect for other members of the community. The House Council will punish infractions of this nature.

Any student who needs to be admitted to a dormitory after the Closing Hour and who does not have her own key with her or who never procured one may secure a key temporarily "on loan" for a fee of three dollars. If the student has no money with her, she may sign an I.O.U. due by 2 p.m. the following day.

For a temporary key, the student:

- 1) signs for the key at the Information Center,
- 2) deposits the key in the dorm box,
- 3) telephones the Information Center when she has accomplished #2 above.

- c. When returning to campus after the Closing Hour, students must leave their dates at the Information Center. Men are not allowed on the campus between the Closing Hour and 6:00 a.m. except to pick up or leave a date at the Information Center and except to participate in Visitation Privileges (see below).

3. Visiting the dormitories:

- a. Overnight on campus:

If staying overnight in any place other than her own room (including the Infirmary), a student is urged to leave a note on her door giving full information concerning her whereabouts.

- b. Guests in the dormitories:

- i. Every overnight guest in the dormitories must be registered by her hostess with the Resident Counselor prior to arrival. No guests may stay in the dormitories more than two consecutive nights.
- ii. All guests must abide by the dormitory and campus regulations.

- c. Male visitors:

- i. Students may entertain male visitors in the dormitory rooms on:

Mondays-Thursdays	12:00 noon to 12:00 midnight
Fridays	12:00 noon to 3:00 a.m.
Saturdays	10:00 a.m. to 3:00 a.m.
Sundays	10:00 a.m. to 12:00 midnight

The following steps will be taken by a security officer regarding unattached dates at Sweet Briar after the closing hour:

- 1) Individual, or individuals, are to be informed that they must leave the campus.
- 2) If, after a reasonable period of time, they or he persists in staying, a security guard should approach the subject, or subjects, and state, "Gentlemen, or young man, your right or license to stay on this property has expired. I will give you minutes to leave or you will be subject to arrest on the charge of trespass."
- ii. A student may take her father or brother to her room on any day at any time from 6:00 a.m. to closing hour, but she should see that the other girls on the hall are notified.
- iii. Each dorm has the right to close the house to men on any particular night. A one-third vote, taken by a secret ballot, of those present and voting at a house meeting at which there is a quorum of two thirds, is required to close the dorm for any one night or succession of nights.
- iv. Students are required to sign their guests in and out at the dorm sign-out desk and must use only the main entrance of the dormitory.
- v. Any student entertaining a male guest in the dorm must accompany him at all times.
- vi. It is understood that each student hostess will be responsible for the behavior and actions of her guests.
- vii. Each House Council shall determine its own means of enforcement for these regulations. Any student, as a member of the Association, shall have the right and be under obligation to protest any violation of the provisions in this section. In the case of persistent disregard of the privacy and safety of others, she shall be expected to file a complaint with the Judicial Committee and the Dean of Students. The Dean of Students may at any time bring to the attention of the College Council abuses of these provisions.
- viii. The above provisions are subject to a mandatory review annually by College Council, no later than its April meeting.

4. Absence from campus:

- a. Each student who is to be absent from campus, especially for overnight, is urged to sign out in the Information Center on a slip provided there. She is reminded to leave sufficient information so that she may be reached in case of emergency. Any change of

address should be reported to the Information Center. The number is 703-381-5100. Each student is responsible for removing her sign-out slip upon her return to campus. An absence-from-campus slip is to be completed in person, not telephoned to the Information Center unless the girl forgets to sign out before leaving the college.

No messages to be delivered to other parties may be expected of the attendant at the Information Center. Students missing special academic commitments because of emergency situations are advised to telephone the Office of the Dean (703-381-5534) *during office hours*.

- b. Students who are to remain on campus for Thanksgiving or Midyear Recess will be required to sign up on appropriate sheets beforehand so that they may be accommodated in the dormitories and in the dining halls. Students returning from Christmas and Spring Vacations may not arrive on campus before 6:00 a.m. on the designated day of return.
- 5. For safety reasons** students are asked not to walk after dark in unlighted areas of the campus or on the main campus road from the highway.
- 6. Campus limits** are defined as: the college gate on the highway, the college boundary on Elijah Road, the lake, the road to the monument above the dairy as far as the monument, and the A.A. Cabin via direct route. (See map of campus inside back cover).
- a. All students may use the Outing Cabin, but only in accordance with the rules of the Athletic Association. (See below).
 - b. Students may use the Boathouse and the Picnic Grounds after registering in the Information Center. These areas may not be used for parties between the Closing Hour and 6:00 a.m. except for Friday and Saturday when the hour is 1 a.m.

7. Cabin

- a. The Cabin is open to all students and members of the faculty and staff and may be used at any time in accordance with the cabin regulations posted on the Athletic Association board and in the gym.
- b. In the fall there are overnights organized to train cabin leaders. Students may use the cabin in the day time for picnic lunches and suppers if accompanied by a cabin leader. Names of cabin leaders and regulations and procedures for

the outing cabin are permanently posted on the Athletic Association board and in the gym.

- c. Girls with dates may use the cabin if accompanied by a cabin leader, and must return to campus before dark.
- d. Smoking is *not* permitted in the bunk room, kitchen or in the woods.

8. Swimming, Boating and Canoeing

- a. To ensure maximum safety in the use of the lake, the Student Head of Lake appoints to the Lake Council each year students who are currently certified American Red Cross Lifesavers. This group is advised by a member of the Department of Physical Education.
- b. No student may swim unless the lake is officially "Open", i.e. a Lake Council Lifeguard is on duty.
- c. A standard swimming test shall be administered by Lake Council members in the fall and spring. A student *must* pass this test in order to swim in the lake.
- d. No student may use the rowboats until she has passed the swimming test at Sweet Briar.
- e. No student may go out in a canoe until she has passed the swimming test. A student may take out a canoe when she has passed the Sweet Briar canoe test and shall be accompanied by one other person who has passed the Sweet Briar swimming test.
- f. All members of the Association and their guests may use the Boathouse in accordance with the Lake Regulations posted each year on the A.A. Bulletin Board. Failure to abide by the regulations may result in the loss of complete boathouse privileges for the remainder of a student's undergraduate year at Sweet Briar.
- g. Guests of students may *not* use the lake for swimming or canoeing.
- h. **NO ONE MAY USE THE LAKE FOR SWIMMING, BOATING OR CANOEING AFTER SUNSET.**

B. Dormitory Regulations (including all Campus Housing for Students).

In order to meet the requirements of the fire marshal's office

and the insurance underwriter, the College makes periodic inspections of student rooms. In addition, rooms are inspected to estimate damage and necessary or desirable repairs.

1. *Animals:* Animals may not be brought into the residence halls by students nor kept there or in the campus residential area as pets. A fine of five dollars (\$5.00) is charged for violations.
2. *Attics:* Students are not permitted to go to the attics. If luggage is wanted from the attic, the request must be left in writing with the maid or janitor of the building before noon of the day it is needed. Keeping one suitcase in your room for late travel plans is recommended.
3. *Decorating Rooms:*
 - a. Nothing (including thumb tacks, nails, screws, pins, stickers, tape or adherent of any kind, paste of any description) is to be attached to the walls, woodwork, doors, metal trim, or furniture in the college buildings either in student rooms or in public areas.
 - b. Pictures, mirrors, wall shelves, pin-up boards or pennants must be hung from the molding with the use of picture hooks and wire, which will be furnished by the college. A college employee will hang these for students in the first two weeks of college. After that period of time, the college cannot offer this assistance.
 - c. Curtain rods and towel racks are college property and are supplied as permanent features of every room. Necessary adjustment will be made by the carpenters if requested. Cafe curtains are not allowed.
 - d. Pin-up lamps are not permitted. The one exception is near double decker beds provided such lamps are put up by the college carpenter.
 - e. ANY VIOLATION OF THE ABOVE DECORATING RULES OR ANY DAMAGE WILL BE SUBJECT TO A MINIMUM FINE OF \$5.00 OR MORE IF THE COST OF REPAIR EXCEEDS THIS AMOUNT.
4. *Electric Appliances:*

To reduce fire hazard and overloading of electrical circuits, the use of electrical food preparation and ironing appliances is not permitted in dormitory rooms. Kitchens and service rooms are provided in the dormitories for these functions. *Reasonable* use

of other electrical appliances which do not present unusual hazard or high electric load are permitted in dormitory rooms. **For a trial period only small portable electric refrigerators not exceeding 4.5 cubic feet in storage volume, 80 pounds in total gross weight, which require less than 240 watts of electricity in normal operation will be permitted in dormitory rooms provided the room resident assumes full and complete responsibility for acquiring, moving, maintaining, summer storage away from the College and/or final removal of same. The college may not be called upon for crating or shipping these appliances nor for storing them during the summer.**

No electric appliance may be used in the dormitories under any circumstances unless the appliance as a whole (not just the cord) has been approved by and bears the seal of Underwriters' Laboratories, Inc. (U.L. Listed).

Any violation of these regulations is subject to a fine of ten dollars and/or confiscation of the equipment.

5. *Food Storage:* Food not stored in kitchenette or private refrigerators should be kept in tin boxes or in screw-top jars.
6. *Automobile Tires:* No automobile tires may be stored in college buildings except in the student's bedroom.
7. *Furniture:* Students rooms are furnished with beds, chest-of-drawers, desks, bookcases and chairs. Each student should provide a pillow, towels, sheets, pillow-cases, blankets and mattress pad. No furniture is to be removed from any student room, no E-Z-Do's or other cabinets are to be placed in the dormitory corridors except by special permission from Mrs. Kitchen.
8. *Hallways:* For fire and safety reasons hallways must be kept clear. Trunks, boxes, etc. must be unpacked within ten days of the opening of college. After that time any student articles stored in the corridors will be confiscated.
9. *Health or Sun Lamps:* For medical reasons as well as fire hazard, sun lamps are not to be used in the dormitories.
10. *Mattress Pad:* A mattress pad must be furnished and used by every student beginning her first night in residence. A fine of five dollars will be imposed for any offender or the cost of recovering the mattress if damaged.
11. *Rugs:* Rugs of any size will be permitted in student rooms. It

must be understood that the owner must assume full responsibility for any rug. No help in the installation or removal of rugs may be requested from the college personnel. Since rugs may *not* be stored at the college over the summer at the end of the year, you are to take your rug home or send it to be cleaned and stored. If sending to the cleaners, roll it, tie it securely and tag it clearly with your name. If you are planning to be away the first term, indicate the date you wish the rug returned. Take your rug to the dry cleaning room in Meta Glass *before* you leave College. Any rug not taken there will be confiscated. *The privilege of having large rugs was given with the above understanding and is subject to removal if abused.*

12. *Water Beds:* Such equipment is prohibited in student rooms.
13. *Summer Storage:*
 - a. SWEET BRIAR ASSUMES NO RESPONSIBILITY FOR DAMAGE OR LOSS OF ARTICLES LEFT AT THE COLLEGE TO BE MOVED OR STORED. STUDENTS ARE ADVISED AGAINST LEAVING ARTICLES OF VALUE IN STORAGE.
 - b. Property without shipping instructions attached, left for one year in a college house by a student after her final departure from college, either through withdrawal or graduation, will be disposed of by the College. As College storage space is very limited, there will be a charge made for articles left longer than 3 months after the departure of the student.
 - c. Uniform size storage boxes must be used by students for packing. These boxes may be purchased for a small charge at the Information Center.
 - d.
 - i. Articles must be securely packed. All items such as pillows, bed and table lamps, linens, typewriters and books must be packed in a box, tied securely, and tagged with the owner's name and new room assignment. In all cases the stub should be kept by the student as a receipt and for identification in claiming her storage in the fall. The green tags may be obtained from the Information Center without charge.
 - ii. Chair cushions must be firmly tied to the chair. No other articles may be packed in a chair.

- iii. Cartons will not be accepted for moving unless they are securely tied. The College will not be responsible for articles left to be shipped home that are not packed and addressed according to Railway Express regulations.
- e. As the College has no moth-proof store-rooms, students are advised to send blankets home or to a laundry or dry cleaner for cleaning and storage.
- f. All unmarked storage or small articles that should be in boxes, will be taken to the storage building, where it may be redeemed only between the hours of 3 and 4:30 p.m. the first week of college. A \$5.00 fee will be charged for each unmarked article and \$5.00 for each small article not packed in a box. Any unclaimed storage in this category will be confiscated.
- g. If requests to send belongings to students are received after the close of the College in May, they will be prepared for shipment and sent to the owner, express collect, during the months of June and September *only*. Under no circumstances will packages be sent during the months of July and August.
- h. Every student is expected to clear her room of rubbish and leave it in order as it was on her arrival in September.
- i. At the close of the college year each student, except members of the graduating class, must leave Sweet Briar within twenty-four hours after her final examination and must take with her all of her possessions other than those to be stored at the college and those to be shipped.

C. VEHICLES

1. Bicycles:

a. Regulations:

- i. All bicycles must be equipped with red rear reflectors or red reflecting tape.
- ii. Any bicycle ridden at night must be equipped with a light.
- iii. All bicycles must be registered with the Security Police Officers.

iv. Parking:

- (a) At no time should a bicycle be parked on any portion of the campus roads or walkways.

- (b) Students will be expected to park their bicycles in racks provided in designated areas.
- b. It is recommended that you lock your bike when it is not in use and that you tag it with your name and address.
- 2. Motorcycles and similarly powered two-wheel vehicles:
Guest motorcycles are not allowed on the campus beyond the Hostel parking lot.
- 3. Taxis:
 - a. Students are requested to use the regular college service of Jordan Taxi Company: 946-6001.
 - b. Students and dates are not to meet trains at the Sweet Briar Station as the College has given Jordan Taxi Company the responsibility for doing this. At vacations and recesses, Jordan's meets trains automatically at the Sweet Briar Station. At other times students should notify this taxi company of their need to be met.
- 4. Motoring
 - a. Any student, with the exception of one receiving financial aid from the College, may have custody of an automobile on campus or in the Amherst-Lynchburg area.
 - b. A student car will be subject to the following requirements:
 - i. Registration with the chief security officer within 24 hours of arrival on the campus or else the vehicle will be subject to towing* at the student's expense.
 - (a) Information to be provided:
License plate number, ownership and title of car, complete description (model, make, type, color, capacity).
 - (b) Parking fee to be paid at time of registration:
\$30.00 for the year or for any period longer than the Fall or Spring Term*.
\$15.00 for the Fall or Spring Term* or a portion of a term longer than one month.
\$5.00 for a period of one month or less or more than 24 hours.
The check for this should be made payable to Sweet Briar College.
 - (c) Each car must bear a decal after (a) and (b) above have been met.

*The College will not be liable for any damage resulting from TOWING.

ii. Campus Motoring and Parking Regulations:

(a) The **speed limit** on campus is 15 M.P.H. except where otherwise designated.

(b) **Parking** on campus:

1) Student cars must be parked in designated student parking areas.

(aa) Parking infractions in the following areas will be enforced by towing at the student's expense.

—The Information Center parking area after 20 minutes.**

—The Upper Meta Glass parking area after 20 minutes.**

—The parking lot behind Manson and points beyond with no exceptions.

—The Meta Glass-Dew fire lane with no exceptions.

—Fletcher parking lot with no exceptions.

(bb) Enforcement of misparking in other areas: Parking elsewhere is allowed for 20 minutes** only and an infraction will be subject to:

1st offense A fine of \$1.00

2nd offense A fine of \$2.50

3rd and sub- Towing*** at the
sequent offenses student's expense.

2) Guest automobiles, at Sweet Briar for overnight, should be parked in the Hostel parking lot.

iii. Miscellaneous:

(a) Copies of the Virginia State Drivers Manual are available at the Security Office. All students are encouraged to review this manual carefully and are reminded of their responsibility to abide by the State motoring regulations.

(b) It is suggested that any serious accident or one which involves injury to other persons be reported promptly to the Information Center at Sweet Briar.

*Including Winter Term.

**For a special situation the chief security officer may extend this time if a request is made before the termination of the 20 minutes allowance.

***The College will not be liable for any damage resulting from TOWING.

- (c) The following minimum insurance coverage is recommended by the College:

Bodily Injury

\$50,000 each person

\$100,000 each accident

Property Damage—\$10,000

Medical Payments—\$1,000 for each person

- (d) It is understood that students will comply with their individual insurance regulations concerning borrowing, lending, and riding in cars.
- (e) Due precaution will be given to the number of passengers in the automobile.
- (f) Students may not ask to borrow an automobile owned by a faculty or staff member.

C. WHEN A STUDENT WITHDRAWS FROM THE COLLEGE OR COMPLETES HER WORK AT SWEET BRIAR, SHE SHOULD REMOVE THE SWEET BRIAR DECAL FROM HER AUTOMOBILE OR ELSE HER CAR WILL BE SUBJECT TO STUDENT, NOT GUEST, REGULATIONS WHEN SHE VISITS THE CAMPUS.

D. DRINKING REGULATIONS

THERE SHALL BE NO DRINKING AT SWEET BRIAR COLLEGE EITHER BY STUDENTS OR BY THEIR GUESTS WITH THE EXCEPTIONS NOTED BELOW.

POLICY ON THE SERVING AND CONSUMPTION OF BEER ON THE CAMPUS

This policy is subject to annual review and the privileges granted may be withdrawn at any time without notice if in the opinion of the responsible administrative officials of the College the privilege has been abused and is working to the detriment of the college community.

- a. Wine and 3.2 beer are served at the Wailes Center both in the Bistro and the dining room. It is a violation of the State Law for any person who is not 21 years of age to consume wine in either of these places or for anyone who is under 18 to consume beer there.
- b. 3.2 beer may be served at College-approved, co-educational, social activities (such as combo parties) in the Gymnasium after per-

mission has been obtained from the Dean of Students. The beer to be served under these conditions is to be purchased by the student chairman of the party and to be served by the College Food Service. No outside help may be used.

- c. 3.2 beer may be consumed by students and their guests at the Sweet Briar Picnic Grounds (located en route to Monument Hill) and at the Boathouse in the Lounge and on the upper deck. Any unopened beer must be removed and empty containers placed in proper receptacles. Registration of use of the picnic grounds and of the Boathouse must be made at the Information Center prior to going there. The student signing for the use of these areas will be responsible for litter or damage to property caused by her or any member of her party.
- d. No beer may be stored anywhere on the campus and may not be kept, even temporarily, in student's rooms or cars.

The privileges are granted on the stipulation and with the understanding that Sweet Briar students will not trespass on neighboring properties. If they are found to be doing so, the individuals involved will be regarded as having committed a serious violation of the regulations of the College and the violation will be dealt with by administrative action or the Amherst County courts.

Note: Although the Association does not undertake to give legal advice, it wishes to call the attention of everyone to the Virginia State Law concerning alcoholic beverages. According to this law it is a misdemeanor (1) for any holder of a license to sell any alcoholic beverages to any person who is less than twenty-one years of age, (2) for any person under twenty-one years to falsely represent his age to be twenty-one or older in order to purchase alcoholic beverages and (3) for any person to purchase alcoholic beverages for another person who he has reason to know is under twenty-one years of age. Beer with an alcoholic content of 3.2 may be sold to those 18 years of age or older. Students while residents in Virginia are expected to conform to this and all other laws of the state.

E. REQUIRED CONVOCATIONS

Students are expected to attend Convocations.

If a student is unable to attend a convocation, she must see the Dean. Penalties for unexcused absences from the Convocations will be set by the Dean.

F. COLLEGE CALENDAR

1. The college calendar is under the supervision of the Assistant to the President whose approval of each college or college-related event is requested on a notice blank (green sheet) available in his office.
2. An important event, the plans for which are incomplete, may be tentatively listed until a completed calendar notice blank can be presented and approved. If an event includes a visiting speaker and/or requires food and preparation of the place of meeting, approval request blanks obtained with the calendar notice blank must be filed in the indicated offices.
3. The weekly mimeographed calendar is posted each Friday morning. All events listed on this calendar must be approved by the preceding Wednesday. All events which do not need to be listed must be approved at least 24 hours prior to the event.

G. SELF-HELP

Application for jobs must be made to and cleared through the Assistant Dean of Students.

H. MARRIED STUDENTS

A student already enrolled who plans to continue her college course after marriage must submit to the Dean, not less than one month before the marriage, her written request accompanied by a letter from her parents. Each request is considered by the Dean in conference with the President, and a decision is made with full regard for the particular circumstances. It is expected that a married student will reside with her husband or her parents. Any other arrangement must have the prior approval of the Dean. The College reserves the right to require the withdrawal of a student who has married secretly.

I. MISCELLANEOUS REMINDERS

- a. Each student is reminded that she, in her behavior off campus as well as on, is a representative of the Sweet Briar Community.
- b. Students are asked to respect Sweet Briar property and to use their influence with their guests to do the same.
- c. Virginia State Law requires that shoes be worn in all public dining rooms.

- d. At no time may students use the two fields directly behind Sweet Briar Station, Old Stage Road, or Sweet Briar Station Road for any purpose. STUDENTS ARE REMINDED TO RESPECT THE PROPERTY OF OTHER PEOPLE LIVING IN THE SWEET BRIAR AND AMHERST COMMUNITIES. TRESPASSERS WILL BE PROSECUTED IN AMHERST COURTS OF LAW.

IV GENERAL INFORMATION

A. Library Rules

1. The person who signs the book card is responsible for the safe and prompt return of all books issued to her.
2. Books borrowed may be renewed, unless requested by another. *Reserve books and some reference books may be borrowed for overnight use only.* Periodicals, and most reference books do not circulate.
3. A student taking books from any area without signing for them at the Loan Desk will be considered to be disregarding library regulations and she will be liable to Student Association discipline.
4. The fine for overdue books is 5¢ a day for each book. The charge for a reserve book returned later than 8:30 a.m. after overnight use is 25¢ the first hour and 10¢ an hour thereafter. If a book is lost the borrower is billed for its replacement value. Fines and payments for lost books must be settled before the end of the Spring Term.
5. Books and periodicals are college property. Care should be taken at all times to handle them with respect. Many of the works that you will be using are out-of-print and therefore difficult and expensive to replace. Never mark or underline a library book. Be sure to protect library books in returning or taking them out during bad weather.
6. Ink must not be used at the catalog, or when using reference books, or in the Browsing Room. Ink bottles may be kept on the shelf outside the Browsing Room.
7. Food or drink are not to be brought into or consumed in any of the libraries.

Library Hours are listed on page 80.

B. Publicity Guidelines**1. Off Campus:**

- a. Except for newspaper accounts of engagement or wedding announcements, permission to use the name of the College should be obtained from the Director of Public Relations before a student submits material to a newspaper or magazine.
- b. Permission to use the name of the College should be secured in advance from the Director of Public Relations if any organization or individual wishes to publicize any project or event, or to take part in any activity which may reasonably be expected to result in publicity.
- c. If occasion for publicity arises unexpectedly, a student may, if she wishes, identify herself as a Sweet Briar student but should speak only for herself as an individual.
- d. In case of an accident, a student should give only her name and college address to any reporter or photographer. In the interest of the owner of the car and his insurance coverage, it is important that information be given only to police authorities, and that should be factual. Students are advised not to sign any report of the accident or to assume any liability, except at the direction of the police.

2. On Campus:

Any reporter, photographer, or distributor of questionnaires from outside the College who has permission to work on the campus will be accompanied by someone from the Public Relations Office, or an appointed substitute. Students are requested to notify the Director of Public Relations if they meet any unauthorized reporters or photographers on campus.

C. Regulations Concerning the Use of College Property and Facilities

1. Written permission for the use of college property—including rooms, equipment, and campus areas—for other than their usual functions and purposes by any individuals or groups, whether they are associated with the College or not, must be obtained in advance from the appropriate member or members of the College administration.
2. Requests from groups or individuals not normally authorized to use the College's mailing facilities must be addressed, in writing, to the appropriate office (Alumnae Office for Alum-

nae Records, Development Office for Parent Records and others) at least three weeks in advance of the planned mailing date.

3. Such requests must be accompanied by copies of all materials to be included in the mailing.
 4. Written approval, from appropriate members of the administration and the Director of Public Relations, of the contents must be obtained before the mailing can be processed.
 5. If permission is granted to use the College's mailing facilities, the individuals or group concerned will pay in full for all services rendered and materials used.
 6. Letters or statements must be signed and envelopes must carry the name of an individual to whom replies may be directed.
 7. College stationery and envelopes are not to be used.
-

These regulations are made for the legal protection of the College and its status as a tax-free institution.

D. Fund Raising

Any fund-raising projects, either on or off campus, should be cleared in advance with the Director of Development.

The stipulations regarding publicity and fund-raising are made to prevent conflicts with the College's press relations and fund-raising programs and to promote the best interests of the college community in these two areas.

E. Delinquent Accounts and Bad Checks

No student who is in arrears to any department or enterprise of the College will be permitted to take her Spring Term examinations, nor may she receive a grade report, transcript or diploma. A fine of five dollars will be charged for any check returned for *Insufficient Funds*.

I. Dean's Office

Dean Catherine Sims and the Assistant Dean, Miss Barbara Blair, have offices on the first floor of Fletcher. The Office of the Dean has responsibility for the following areas: academic counselling; admission with advanced standing; all summer school work; class attendance; attendance at convocations; withdrawal from the College and readmission after withdrawal; academic eligibility for extracurricular activities; study abroad; advising foreign students; financial aid.

For the hours when the Office is open, see page 79.

II. Dean of Students' Office

The Dean of Students, Miss Dorothy Jester, and the Assistant Dean of Students, Miss Alberta Zotack, with offices in Dew lobby are in charge of (1) rooming assignments, (2) matters pertaining to extracurricular activities except academic eligibility, (3) student employment, and (4) matters pertaining to social affairs.

III. Identification Cards

An I. D. card is issued to each student at the beginning of the college year. The student is under her honor not to tamper with nor to borrow or lend this card. The I. D. card is required for the cashing of checks at the Treasurer's Office and may be called for by any department of the College.

There is no charge for the original card but a twenty-five cent fee will be made for a re-issued card to be paid when the order is placed.

IV. Vocational Guidance Office

The Director of Vocational Guidance is Mrs. Carolyn Bates. The Vocational Guidance Office in Fletcher contains information about summer or permanent employment and a collection of catalogs of graduate schools and sources of specialized career preparation. The Director arranges career panels and visits by employment and graduate school recruiters. Credentials of seniors and alumnae who register for this service are kept on file in the office.

V. Resident Counselors

A member of the faculty or staff serves as Resident Counselor in several of the dormitories. The Resident Counselor represents the Dean of Students in the dormitory and stands ready to cooperate with the

House President and other officials of the Student Association in the encouragement of congenial dormitory living. She is available to give counsel on any personal, social or academic problem about which a student wishes to consult her.

There will be a Resident Counselor-on-call each night of the week and over the weekends to handle emergencies.

Besides the Resident Counselors, others who are especially prepared to help students are the Dean of Students, the Dean and the Assistant Dean, the College Physician and the Consulting Psychiatrist, the Chaplain, the faculty advisors and the faculty sponsors of each class.

RESIDENT COUNSELORS

Miss Garner: Randolph and Manson	Miss Hagadorn: William B. Dew
Mrs. Kitchen: Gray and Carson	Miss Ghadially: Carl Grammer
Miss Brohard: Fergus Reid	Miss Zotack: Meta Glass

VI. Keys to Student Rooms

A room door key will be available for each student through her Resident Counselor during scheduled hours posted in early September. Securing the key is optional but recommended. Likewise keys to top dresser drawers in Meta Glass and in Dew are available, also keys to closet doors in Meta Glass. A dollar deposit *per key* will be required. The deposit will be refunded when each key is turned in.

In case of *LOSS* of a key, you are asked to report the same to your Resident Counselor.

If you are *MOVING* from one room to another, you are to turn in to your Resident Counselor the key to your present room and are to secure a key to your new room from the Resident Counselor of your new dorm should you be changing residence halls; if you are remaining in the same dormitory your Resident Counselor will take up your old key and re-issue the new one.

At the end of the college year or at withdrawal, all keys are to be turned in to the Resident Counselor concerned.

Keys are to be exchanged, NOT dresser drawers *PLEASE*.

Students residing in rooms of multiple occupancy may receive door keys only if each member of the room or suite obtains a key.

If you are *LOCKED* out of your room, you should contact your roommate regarding entry. If she is not on campus, you may call a Pinkerton officer (try first Pinkerton telephone number 5550; if no answer call the Information Center, 5712).

CAUTION: a wait most likely will be necessary.

GENERAL INFORMATION**VII. The Mary Helen Cochran Library**

The Mary Helen Cochran Library has in its collection approximately 148,000 volumes. The majority of these are shelved in the book stacks, but certain collections are shelved in other parts of the library and in departmental libraries in Babcock and Guion.

A. Library facilities:

1. Reading Room: This is the main service room of the Library, housing the Public Catalog, the Reference Collection, Periodical Indexes and catalog, Reference Desk, and study tables and comfortable sofas and chairs.
2. Reserve Books: Reserve books for required or supplementary reading are to be found in the Reserve Rooms on the second floor and behind the Loan Desk. Reserve books may be used in either of the Reserve Rooms or in the Study Gallery.
3. Book Stacks: Two levels in the main library and three in the Dana Wing. Book location charts are provided on each level. Study rooms are in Dana Stack III. Reservation request forms are obtainable at the main desk. Carrels and typing rooms for unrestricted use are also available in the stacks.
4. Dana Wing, Main Floor: This is the work area of the Library and contains the office of the Librarian and other staff members, and the bibliography section.
5. Browsing Room: A browsing collection of books, current issues of popular magazines, and the New York Times, Washington Post, and Lynchburg News are kept in this comfortably furnished room.
6. Rare Book Room: This room is on the second floor and is accessible by the spiral staircase to the left beyond the main entrance. It houses the Meredith and Auden collections and other valuable items.
7. Periodical Room: The currently received periodicals number over 900 titles. The back issues of these periodicals are bound and shelved separately in the stacks. *Periodicals may not be borrowed, but must be read in the Periodical Room, or if bound, in the stacks.* Daily newspapers are also kept in this room.
8. Education Laboratory Library (Kellogg Collection): A small library of children's literature and reference materials pri-

marily of interest to students in education is shelved in a room in the east wing, lower level, of the library.

9. Music Collection: Books and periodicals in the field of music are kept in the Music Library of the Fine Arts Center, together with scores and recordings.
10. Art Collection: Volumes on art and periodicals in this field are housed in the Art Library of the Fine Arts Center, and are to be used in the Art Library only.
11. Science Library: All volumes of books and periodicals in the general field of science, with special emphasis on biology, chemistry, and physics, are kept in the Connie M. Guion Science Building.
12. Microfilm Room: This is to the left of the Circulation Desk and has the microfilm readers and film and the copying machine.

VIII. The Sweet Briar College Health Service

The Sweet Briar College Health Service is dedicated to the ideal of helping each student learn to assume personal responsibility for her own health and well-being and maintain a state of positive good health so that she may successfully perform her academic duties and derive a full measure of benefit and satisfaction from her college experience.

The Service is staffed by the College Physician, a Consulting Psychiatrist (part time), and four registered nurses. Consulting services in all medical specialties are available in Lynchburg, 14 miles distant from the College. The Amherst County Rescue Squad, a volunteer organization, may be called upon in emergencies and provides prompt transportation to the Emergency Room of Lynchburg General-Marshall Lodge Hospital. The College Physician holds scheduled office hours while the College is in session. In case of emergency outside of the scheduled office hours, the Nurse in charge will inform the Physician and secure instructions as to procedure.

With the exceptions noted below, service for students is provided as a part of the comprehensive college fee and is as follows:

A. Out-patient:

1. The College Physician may be consulted at the Mary Harley Infirmary during the scheduled office hours. Specific office hours of the physician and the nurses are listed on page 79.

2. The Consulting Psychiatrist sees patients by appointment on Wednesdays in the small parlor of Meta Glass Dormitory. A student desiring a consultation should telephone the Infirmary to make an appointment. The service provided consists of counselling. Intensive therapy is not provided. Consultations are normally limited to 30 minutes. The service is provided on campus by the College without charge. If the student and the Psychiatrist agree that an extended series of consultations will be helpful, arrangements may be made by mutual agreement, with the student or her family paying the usual fee to the Psychiatrist.
- B. In-patient: In-patient services are provided for students ill enough to need bed care. If confinement in the Infirmary seems likely to exceed five days, the student or her family will be advised. The comprehensive fee for resident students covers office visits to the College Physician, consultation with the Consulting Psychiatrist as specified above, and bed care in the Infirmary up to five days without extra charge. For each additional day of care in the Infirmary, a charge of \$3.50 is made. Should special nursing, or special examinations be required, an extra charge will be made.
- C. On a limited out-patient basis, the Health Service makes provision for the employees of the College and their families. Employees and their families may consult the College Physician during scheduled office hours only. No house calls can be made and no bed care in the Infirmary provided. Since the Health Service is available only while the College is in session, every employee is advised to have a personal physician in the local community. Treatments prescribed by a personal physician may be given at the Infirmary while the College is in session. There is no charge for employees of the College. The usual charge for families of employees is \$5.00 per visit.
- D. Dispensing of medication: For legal reasons the Infirmary does not dispense medication except in an extreme emergency. The physician will prescribe medications needed by a student. The prescriptions will be delivered daily at a specified time to the Information Center by a local Amherst pharmacy. Only the person for whom the drug is prescribed will be permitted to pick up the medicine. A charge will be made to the student by the pharmacy.

There will be a minimum charge to the student for any laboratory tests performed.

- E. The College Physician and the Consulting Psychiatrist serve, in relation to both students and employees and their families, in accordance with the ethical standards of the medical profession. All information received by the College Physician and the Consulting Psychiatrist in the discharge of their professional duties, whether from students or members of the staff or their families, is *privileged and confidential* and will not be divulged without the consent, given in advance, of the patient unless required by law, or if in the judgment of the College Physician or the Consulting Psychiatrist a serious threat to the welfare of the patient or the community may arise out of the patient's medical problems.
- F. The College Physician and the Consulting Psychiatrist share with the department of Physical Education responsibility for the College's program of health education. Although there is no formal course in health education, the Health Service and the Department of Physical Education jointly undertake to provide information on the problems affecting the physical and mental health of the community. From time to time there are lectures, films and other means of disseminating information and providing for the discussion of problems and the answering of questions relating to the physical and mental health of the community. Informational materials in the form of books and pamphlets on sex, drugs and other matters of health are available in the Infirmary, the Library and some of the residence halls.
- G. This statement of the general principles and standards concerning the Health Service of Sweet Briar College is based on "Recommended Standards and Practices for a College Health Program," published by the American College Health Association (revised 1969). Copies of this publication are available in the offices of the President and the Dean and in the Infirmary and the Library.

IX. Religious Life and Services

Sweet Briar is an independent college without denominational affiliation. Nevertheless, it has always stressed the cultivation of spiritual values as essential to true education.

From its beginning, Sweet Briar College has emphasized cooperation between people of faith within and beyond the Christian community. Even before the great modern ecumenical movement gained momentum, ecumenism was practiced at Sweet Briar and continues to be. Undoubtedly, the varied religious backgrounds of both faculty members and students enrich the whole life of the campus community.

However, the individual's participation in either the academic study of religion or the College worship services is entirely voluntary.

The religious life of the College is centered in The Sweet Briar Memorial Chapel. Completed in 1966, the Chapel was dedicated on April 23, 1967, with world-renowned leaders of various denominations participating.

Sunday services are held in the main Chapel. The College Chaplain normally is the minister, although during the year, guest ministers from many religious traditions are invited to speak. Holy Communion is celebrated according to the use of the Book of Common Prayer on the second Sunday of each month. An 8:00 a.m. service on Sunday is regularly Holy Communion.

A weekly Chapel service is held on Tuesday at 12:00 o'clock. Faculty members, students, and occasionally guest ministers lead these services. There is no set form, each leader being responsible for the order of service which is used. For example, during the year there are Quaker meetings, religious plays and concerts, as well as more formal addresses. A service of Holy Communion is also held on Wednesday afternoon at 5:30 o'clock.

The small chapel is used for many different services. The Roman Catholic Mass is celebrated here every Sunday at 9:15 a.m. by priests from the Father Judge Mission Seminary. Mass is also celebrated every Wednesday at 5:30 p.m. This Mass may be used to count for the weekly obligation should the Sunday Mass be missed. The small chapel is available for other services when desired.

Students who prefer their own particular denominational service either attend the general service in the main Chapel or attend services in Lynchburg. For example, Christian Science students and Mormons usually attend the service in their own church. Jewish students normally attend the Agudath Sholom Synagogue in Lynchburg.

The Fellowship of Christians United in Service (F.O.C.U.S.) is the only organized religious group on campus. It sponsors certain worship services and provides an outlet for social service work in the local community and in Lynchburg.

Students provide the membership of the Altar Guild, and serve on the joint faculty-student Church & Chapel Committee. This Committee is responsible for the direction and growth of the religious life of the College. It is concerned with the arrangement of the college worship services and it chooses philanthropic projects for which the church offerings are used.

Besides the Annual Religious Conference, under the auspices of F.O.C.U.S., there are many occasions at meals or elsewhere, for informal discussion of religious questions with visiting clergymen, with the Chaplain, or with other members of the faculty.

X. The Refectories

- A. Except for fresh fruit, crackers and cookies, nothing may be taken from the dining room at meal times.
- B. Visitors dining in the Refectories must buy meal tickets at the Information Center. The prices are:

Breakfast	\$.95
Lunch	\$.95
Dinner	\$1.95
Sunday Supper	\$.95
Special Dinners	Special Prices

Meals are available *table d'hôte*, at the hours listed on page 80.

- C. Each student organization may have a maximum of two parties a year catered by the Refectory staff. These may be picnic suppers, dessert parties, etc.
- D. Bag lunches will be provided upon request for field-trips, student teaching and other academic activities.
- E. All orders for food as cited under C and D above must be placed at least forty-eight hours in advance, earlier notification being desirable. It must be understood that these services are not automatic and can be rendered only if the schedule of the Refectory staff permits the extra food service.

XI. Mother Macke's

Mother Macke's, located in the basement of Reid, is a popular student lounge. Open 24 hours a day to students only, Mother Macke's houses a variety of vending machines where students can purchase many commercially packed foods and drinks. There is a television and comfortable seating for eating snacks, playing bridge, and just talking.

XII. Alumnae Association

The alumnae office is located in the Alumnae House. Mrs. Ernest M. Wood, Jr. (Elizabeth Bond, '34) is the Director of Alumnae Association and Mrs. Bernard L. Reams (Ann Morrison, '42) is Associate Director of Alumnae Association. The principal business of this office

is to act as the liaison between the College and the alumnae, to publish the Alumnae Magazine, to raise money for the College through the annual Alumnae Fund, and to maintain up-to-date address files for all alumnae. Students are welcome at the office at all times.

XIII. Book Shop

The Book Shop is located on campus and provides a readily accessible source of textbooks, trade books, supplies, and gifts. All purchases during the opening weeks of college must be paid for by check or cash. After October 1st, all purchases, except textbooks, may be charged. Statements will be rendered bi-monthly and are due within 30 days. An unpaid bill of fifty dollars will automatically close an account to further charges.

XIV. Communications

The College may be reached by telegraph or telephone, but calls will not be put through to the dormitory corridor phones, after 1 a.m., except in emergency. Telegrams are sent directly to Sweet Briar College. Money sent by wire can be received at Lynchburg Western Union Office or Fidelity National Bank in Amherst, Virginia. There are telephones on each floor of the dormitories. For calls to Amherst there is a charge of ten cents (10¢) and to Lynchburg, twenty cents (20¢).

The U. S. Post Office is located on the ground floor of the Manson dormitory. The purchase of stamps and all other postal services are available here. At the request of the Student Association, students receiving special delivery mail are notified by telephone. A complete mail schedule is posted in the post office lobby at all times. Each student is assigned a post office box for rent which is payable at the beginning of the college term. In addressing students' mail to Sweet Briar, Virginia, 24595, parents and friends are asked please to use the students' box numbers to expedite the delivery of the mail. It is not necessary to show Sweet Briar College or the name of the dormitory in the students' addresses.

XV. Food Sales

Any group of students or any organization wishing to sell food or refreshments on the campus must secure permission in advance from the Dean of Students and the College Physician.

XVI. Laundry

Every article sent to the college laundry must be marked with a name tape sewed onto each item. Ink markings are not acceptable.

All articles and a completed laundry slip must be enclosed within a securely tied laundry bag. Pads of laundry slips are on sale at the Information Center. The College will not be responsible for items included with another student's laundry. A quota of laundry per student per week is processed by the College within the general fee structure. Nominal charges made for excess laundry above this quota are to be paid at the Information Center by the student concerned.

Laundry is to be placed at designated points by 7:30 a.m. for students in the following halls of residence:

Monday—Dew, House 1, House 3, Boxwood Inn, and Meta Glass

Tuesday—Reid and Grammer

Thursday—Manson and Randolph

Friday—Gray and Carson

Blankets will be laundered only at owner's risk. Rugs larger than 4x6 cannot be processed in the laundry.

Dress and blouse hangers must be returned to the laundry by placing them in boxes provided at the pickup points as indicated above.

Laundry for each student must be presented at the point and time indicated, and must not be included with the laundry for any other residence.

XVII. Fire Department

Through understanding and cooperation the campus fire department assists in the avoidance of possible accidents.

Fire drills are held during the night and during the day as announced or unannounced fire drills or fire escape drills. They are designed to promote familiarity with exits and to insure proper training in case of emergency. The hall presidents will assist the house president in clearing the floor. A faculty fire team also assists, and takes charge of the students once they have left the buildings.

XVIII. Lost and Found

This service is under the supervision of the Security Police whose office is in the basement of Manson dormitory. Lost articles not claimed at the end of a year will be disposed of by the college.

XIX. Responsibility for Property

Although the College endeavors to protect the property of its students in the same manner as its own, it will not be responsible for

loss of any personal property of any student. Students are responsible for damage to College property not due to normal usage.

There is to be no painting of any college property, except the freshman hitching post. There is to be no painting of individual or stage property in any area of the dormitories or residence halls except in Grammar Commons. Any violation of this will mean that the individuals or the clubs responsible for the damage will be billed for paint removal or for redecoration of the area in question.

XX. Solicitors

No off-campus solicitors are permitted in the dormitories. In case any such person is detected, notify at once the Security Police Officers or the Information Center, giving the location of and a description of the stranger.

XXI. Wailes Center

The Cornelia and Edward Thompson Wailes Center is the hub of social life of the College.

The Center has on the main floor attractive regular and private dining rooms which are ideal places to entertain parents and friends and to celebrate birthdays with steak dinners and birthday cakes. Advance reservations for large parties are requested. No shorts or sport attire (except clean riding outfit and dress pants) are permitted.

The bistro, located on the ground floor, provides full fountain service as well as such items as sandwiches, hamburgers, hot dogs, pizzas and beer. In addition to the game room, TV and card rooms, there is a spacious terrace.

Hours for the restaurant and bistro are listed on page 81.

XXII. Railway Express

Trunks, baggage or packages must be sent PREPAID and should be checked to Sweet Briar College, Virginia.

Trunks, baggage or packages may be shipped from Sweet Briar via Railway Express prepaid or collect. Special instructions concerning procedure will be provided.

XXIII. Amherst Wayside

By request of the Commonwealth of Virginia: "Amherst Wayside, Route 60, East of Amherst, is closed to the public at 10:00 p.m. Trespassers will be prosecuted."

XXIV. Sweet Briar Station

The Sweet Briar Station is open Monday through Friday, 8:30 a.m. to 4:00 p.m. Office telephone: 381-5211.

XXV. Crab Tree Falls

Several people have met death or serious injury by falling down this waterfall. The current is swift and the rocks are extremely slippery. Do not try to wade there. (Students are reminded to allow sufficient time before dark to return to their car when hiking in this and other wilderness areas).

Students are advised that the area at the foot of the falls is privately owned and that access to the falls from this location is blocked. There is no difficulty, however, in reaching the falls from the top which is owned by the Forest Service.

XXVI. OUTING

- a. Hikes are sponsored each weekend in coordination with the Lynchburg Appalachian Trail Club. These are afternoon or all day hikes from 4 to 7 miles in the Washington and Jefferson National Forests. Participants must sign up on the Athletic Association Bulletin Board by Friday noon of each week, and bring their own lunches for all day trips. Transportation will be provided to the starting point.
- b. There are events sponsored by the Interscholastic Outing Club Association and Blue Ridge Outing Club Association to which Sweet Briar is invited. These consist of camping out, caving and canoeing in state or national parks along the east coast for a weekend with other college outing clubs. Sweet Briar is a member of Interscholastic Outing Club Association. Notices for special trips will be posted on the Athletic Association board.

XXVII. Class Symbols

The Class of 1973

Motto: Honor ante honores.
Colors: Peacock blue and green.
Emblem: Peacock.

The Class of 1974

Motto: Ne obliviscamur.
Colors: Green and black.
Emblem: Oak tree.

GENERAL INFORMATION

The Class of 1975

Motto: Spectamur agendo.

Colors: Delph blue and black.

Emblem: Lion.

The Class of 1976

Motto: Factum non verbum.

Colors: Purple and gold.

Emblem: Swan.

XXVIII. Sweet Briar Song

Sweet Briar, Sweet Briar, flower fair,
The rose that on your crest you wear
Shall never fade, but always bear
Thy beauty, O Sweet Briar!
Sweet Briar, Sweet Briar, thy columns white
Shine on thy hills a beacon light
Of truth, to burn with radiance bright
Forever, O Sweet Briar!
Sweet Briar, Sweet Briar, we sing to thee.
May thy foundations ever be
Strong as thy hills, thy purity
That of thy rose, Sweet Briar!

1. CLUBS

Aints and Asses

Aints and Asses is the organization that sports a name one might call distinctively different and members one might call delightfully diverse. They are a happy group of clownish personalities who feel no restraint by propriety. They dress in manner unorthodox and behave in manner even more so.

Their duty and pleasure is to present parodies and "take-offs" of Paint and Patches and other campus productions. Masters of burlesque, they perform their own versions of these plays on an unusual comedy level. Intermittently, the Asses turn their thoughts to blowing whistles, for it is their perpetual concern to prevent bestial students from trampling to death the newborn grass and from throwing their butts on the grass.

Bum Chums

"Hallelujah, I'm a Bum!" sung gaily, echoes through the halls of Sweet Briar the night of Spring Stepsinging as the Bum Chums tap their ten new members. In addition to an interest in furthering the Lynchburg-Amherst area relations with the College, the Bum Chums are chosen for their good spirit, interest, and general participation in the activities of the College.

Throughout their junior year the "notorious ten" serve as useful members of the community. They sponsor the Bloodmobile, are in charge of the Coke machines and Mother Macke's, and sponsor an annual charity project. Not least among their projects are their famed shows, the Bum Chum Inns.

Chung Mungs

This upperclass honorary society is composed of thirteen outstanding juniors and seniors, known for their friendliness, cheerfulness, enthusiasm and general interest in Sweet Briar. Their activities include weekly sales of goodies in the dorms. It is characteristic of this group to constantly seek new areas of activity which will benefit the College; they are always coming to the College with new ideas for new drives.

In the moments not occupied by such worthwhile pursuits the Chung Mungs must deal with the serious and sober-minded Tau Phi's, harassing and ruffling their intellectual demeanor. Whatever these

ghostly thirteen do, they continue to remind us of the need of others and prove that giving need not be a sober affair. A familiar and integral element of Sweet Briar life is this fun-loving group who so gaily chant "Glory, glory, I'm a Chung Mung . . ."

Phi Beta Kappa

In 1949, the United Chapters of Phi Beta Kappa granted a chapter, Theta of Virginia, to Sweet Briar College. Election to membership depends not only on excellent academic record but on evidence of broad cultural interests, scholarly achievement, and promise of intellectual growth.

The number of seniors elected to Phi Beta Kappa rarely exceeds 10% of the class and may never exceed 15%. A limited number of juniors may be considered for election.

Q.V.

A girl who is chosen to be a Q.V. is not taking on a new job; she is continuing her interest and work for the class. The purpose of the club is to bring together a group who share this same interest. The Q.V.'s goal, that of spirit and unity, is an intangible and challenging one for each new group to work toward meeting.

Every year at Spring Step Singing, the members of Q.V. are announced. The members of this club are sophomores who have worked during the year as a group and as individuals to further class spirit. It is felt that their work will be more effective if it is done quietly.

Sweet Briar Singers

The Sweet Briar Singers, a group of approximately 45 students, performs several concerts a year. The repertory both sacred and secular, is drawn from the best traditions in choral literature. Some concerts are done in conjunction with men's college choral groups. Admission is by audition at the beginning of the college year.

Sweet Tones

Thirteen girls from the sophomore, junior and senior classes compose the Sweet Tones, Sweet Briar's small independent singing group which specializes in interesting arrangements of popular music. Try-outs are held each spring and the following year the group entertains

for various social events on campus such as the Bum Chum Inns, Alumnae meetings, Board meetings, and for various organizations in the Lynchburg-Amherst area.

Tau Phi

Tau Phi is an honorary society organized for the purpose of upholding the principle of a liberal arts education—the broadening of the mind by contact with the many fields of human knowledge. The membership is composed of a limited number of upper classmen chosen in recognition of their scholarship, character, and aesthetic sensitivity, and who, by their attitude and effort, stimulate a lively interest and participation in the intellectual growth of Sweet Briar College. Throughout the year the society assists the Lectures Committee to encourage attendance at lectures, plays, and concerts, and to arrange hospitality for visiting speakers. In addition fund-raising projects are organized to raise money for a foreign exchange student.

II. ORGANIZATIONS

Athletic Association

The great range and beauty of the Sweet Briar campus offer students the splendid opportunity to participate in a variety of sports. The purpose of all activities, whether organized or informal, is to promote good health, individual skill, fun and relaxation through the guidance of the Athletic Association working jointly with the Department of Health and Physical Education. Every student is entitled to the use of all athletic property, such as tennis courts, hockey and lacrosse fields, and the boathouse.

Sweet Briar has five varsity teams (Basketball, Lacrosse, Hockey, Golf, and Tennis) for those students who have special skills in these sports. These teams compete with other colleges all over the state and participate in state tournaments. For those unable to make the varsity teams, intramural sports are held in the fall and winter.

Also included in the Athletic Association's sphere of activities are:

1. Dance

Sweet Briar Dance Theatre strives to incorporate all aspects of the theatre experience through creative dance. Drawing heavily on the choreographic talents of its members, Dance Theatre presents many on-campus performances. By decision of the group's executive board, new members are chosen on the basis of both technical compe-

tence and interest in the dance at Sweet Briar. Required weekly meetings are supplemented by at least one additional hour of classwork, often with members assuming the capacity of demonstration for technique classes.

The Dance Theatre is an active participant in many diverse spheres of college life. Performances often draw on the talents of many members of the community and all try-outs are open to the entire College.

In addition to performing on campus, the group represents Sweet Briar at several Dance Festivals in Virginia, as well as entertaining diverse area groups. Fostering a general interest in all forms of dance, Sweet Briar Dance Theatre invites guest artists for master technique classes and acts as hostess to visiting dance companies who come to Sweet Briar through the Lectures Committee.

2. Cabin

See page 38.

3. Outing

See page 63.

4. Swimming, Boating and Canoeing

See page 39.

5. Riding Program

- a. It is the objective of the Riding Program to provide instructional courses of all levels of riding to complement the various skill levels of the different students. Students should consult the Riding Program pamphlet for complete information including course offerings, special events, and required attire. It is the purpose of the Riding Council to assist in the operation of the overall riding program at Sweet Briar College. It lends spirit and leadership on a student level to the entire program. Some of the objectives of the Riding Council are:

- To help students who are not qualified to hack alone.
- To assist non-riders in learning about the riding program.
- To function as a part of the Athletic Association of the College.

- To assist in the formulation and administration of the Rules and Regulations of the Riding Program.
- To promote greater interest in the overall riding program for all levels.

The Riding Council Pamphlet should be consulted for complete information.

Center of Italian Culture

The Center of Italian Culture was organized in response to the growing interest in the heritage of modern Italy—its culture, its language, its history. Members of the organization are eager to spread their enthusiasm and do so by sponsoring various activities such as literary discussions, theatrical productions, current lectures and films, and informal social gatherings. In addition, the Center seeks to keep the community informed of events in other cities which are relevant to its goal of promoting an understanding of Italian culture. All members of Sweet Briar are invited to join the Center of Italian Culture.

Challenge

Challenge is an organization designed to assist students wishing to work in Amherst County. It provides students with the opportunity to become involved within the community through work with children and families in need. With professional assistance and advice each student will determine the services needed to meet individual situations. Students will work with and be responsible to local agencies.

The goal is to establish a working and beneficial relationship which will broaden the perspectives of both the workers and the recipients of the program. Hopefully Challenge will increase the student's awareness of community problems as well as materially and psychologically benefit the families involved.

F.O.C.U.S.

The Fellowship Of Christians Uniting in Service of Sweet Briar College declares its purpose to be as follows: to encourage Christian love, fellowship, and service on Sweet Briar Campus and in the surrounding communities. Any person in the college community may be

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a member of F.O.C.U.S. and shall have the privilege of voting and shall contribute to the support of the organization.

The Cabinet, consisting of the executive officers, committee chairmen, faculty advisers and two freshmen representatives, is the executive body of F.O.C.U.S. and has the power to make executive decisions in relation to policies and program. There are seven planned meetings a year as well as a fall and spring retreat for the discussion and evaluation of the F.O.C.U.S. program and a chance to make the organization more responsive to the needs of the community.

Paint and Patches

Paint and Patches, Sweet Briar's dramatic club, was organized for the purpose of creating and developing an active interest in all branches of drama and to promote a deeper knowledge of the technique of dramatic art.

P & P also attempts to provide entertainment for the entire community and to be of assistance in any theatrical undertaking on campus.

Eligibility for membership in Paint and Patches is determined by interest, achievement, and lots of hard work. The many areas of the club include scenery design, properties, lights, makeup and costumes which provide opportunities for membership to those interested in various branches of the theatre.

Student Guides and Hostesses

Student Guides and Hostesses serve a vital function to the Admission Office in presenting the College to visitors, and also in sharing with the Admission Office their impressions of the prospective students. The prospective student's visit with the guide and/or hostess is often a determining factor in her reaction to Sweet Briar.

Student Guides show prospective students and other guests around the campus. Each guide volunteers one hour of the week during which she is available to give tours of the campus. A Chairman, who is appointed by the Admission Office, co-ordinates the activities of the guides. At the end of the year ten Guides who have been especially outstanding in giving of themselves and their time are chosen as Honor Guides. Freshmen are eligible to be Guides after the Fall Term. Anyone who is interested in being a volunteer Guide should contact the Admission Office.

Student Hostesses are headed by the Overnight Hostess Chairman. Hostesses entertain prospective students who wish to spend an overnight in the dormitory, usually on a Friday night. Those who are interested in being a Hostess may volunteer at house meetings in the early fall. The Chairman is responsible for placing the prospective student with a hostess.

Young Republicans

Organized to stimulate campus interest in current political affairs, the Young Republican Club at Sweet Briar is active on the local, state, and national scenes in cooperation with the College Republican Federation of Virginia. Not only does the club sponsor prominent speakers, it initiates joint activities, workshops, and mixers with neighboring undergraduate and graduate schools. Members are kept busy throughout the year campaigning, doing precinct work, and service projects. The club welcomes everyone at the monthly meetings, and encourages those generally supporting the Republican Party to join.

III. COMMITTEES

Curriculum Committee

The Curriculum Committee is organized for the purpose of representing the students and serving as a liaison between the students and the faculty in matters pertaining to curriculum. The Curriculum Committee meets with the Faculty Instruction Committee to present proposals for changes in the curriculum and to discuss aspects of the educational program. Proposals must pass through the Faculty Instruction Committee and then a full meeting of the Faculty before becoming effective.

The Chairman of the Curriculum Committee is elected by the entire student body and is a member of the Executive Board of the Student Association, *ex-officio*. The Committee is composed of the Chairman, a representative of the freshman class, one of the sophomore class, and a junior or senior from the eight major divisions of study: English, American Studies, and Drama; Modern and Classical Languages; Biology, Chemistry, and Physics; Government, Economics, and International Affairs; History; Psychology and Mathematics; Philosophy, Sociology, and Religion.

Clean

Sweet Briar's Citizens' League for Environmental Action—Now (CLEAN) is a student-faculty-staff organization whose purpose is to stimulate action in the cause of a healthier environment. Through exhibits, speakers, films, and community activities, CLEAN seeks to encourage its members to take an active part in fighting for clean air, clean water, good conservation techniques and wildlife management. Membership is open to all students, faculty and staff, and a Planning Committee comprised of four students and four faculty-staff personnel acts as a clearing-house for suggested plans of action from its membership. Everyone truly concerned about our environmental crisis is urged to join CLEAN.

Orientation Committee

The Orientation Committee is composed of a junior chairman who, with the help of a sophomore co-chairman, supervises the work of six sophomore committees directed by six sophomore chairmen: the activities committee, the entertainment committee, the publicity committee, the mixer committee, the picture book and name tag committee, and the special committee whose members do not have little sisters because their special responsibilities entail much extra time. The purpose of the Orientation program is to help the incoming freshmen adjust to college life at Sweet Briar.

Student Development Committee

The Student Development Committee is a group of 13 students who work together with the Head of the Development Office to raise money for Sweet Briar which is allocated by an annual vote of the entire student body. The committee is responsible for keeping members of the Sweet Briar community informed of any money-making projects and urging their cooperation and support in such projects.

Vocational Guidance Committee

The Vocational Guidance Committee is composed of 21 students from all classes and several members of the faculty and staff. In cooperation with the Director of Vocational Guidance, the committee arranges a series of programs based on student interest in particular career fields and summer jobs, sponsors visits from speakers and

recruiters, and encourages students to use informational materials in the Vocational Guidance Office.

IV. STUDENT PUBLICATIONS

The Brambler

The Brambler is the college literary magazine. By publishing poetry, prose, art work, music or any other creative endeavor of fine quality contributed by the four classes and occasionally by the faculty, *The Brambler* aims to recognize and to stimulate creativity at Sweet Briar and to bring varied and vital enjoyment to all readers.

The Briar Patch

The Briar Patch, the Sweet Briar annual, is published each spring. In the pages of *The Briar Patch* the staff tries to give all aspects of college life, especially the outstanding events of that year, which will serve as a permanent record and reminder when the year is over.

The Students' Handbook

The aim of the *Students' Handbook* is to acquaint students with the rules, activities and organizations of Sweet Briar and to introduce the honor system which governs every aspect of life here. The *Students' Handbook* forms an important source of reference throughout the year. It is published annually; a copy is sent to each freshman in the summer while upperclassmen receive copies upon return to the College in the fall.

The Sweet Briar News

The Sweet Briar News is the weekly newspaper published by the students. It aims to give the students, faculty, and community reports of all the news which will be of interest to them. All students and especially freshmen whether they have had experience on school newspapers or not, are urged to try out for positions on the staff. Parents are invited to subscribe and keep up with campus events.

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V. DIRECTORY OF OFFICERS

Aints and Asses

<i>Most Illustrious</i>	NAN ROBERTSON
<i>Keeper of the Scribes</i>	CINDY CONROY
<i>Exchequer</i>	MITTIE JORDAN

Art Association

<i>President</i>	ABBY ALLEN
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Athletic Association

<i>President</i>	JEAN PLATT
<i>Vice-President</i>	ISABEL DEPROSPER
<i>Secretary</i>	LUCINDA YOUNG
<i>Treasurer</i>	BETH MEYER

Heads of Sports

<i>Basketball</i>	RIA JONES
<i>Cabin</i>	ANNE FLOROW, MARY JANE BERRY
<i>Dance</i>	JANE LUCAS
<i>Golf</i>	LUCINDA YOUNG
<i>Hockey</i>	KATHY PRETZFELDER
<i>Lacrosse</i>	JEAN PLATT
<i>Lake</i>	BETSY THAYER
<i>Riding</i>	MISSY LEIB
<i>Skiing</i>	RANDY ANDERSON
<i>Tennis</i>	JANE REEB

Brambler

<i>Editor</i>	JAN STOREY
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Briar Patch

<i>Co-editors</i>	CREIGH CASEY, JANE LUCAS
<i>Business Manager</i>	PAT HITE

Bum Chums

<i>President</i>	SUSIE FITZGERALD
<i>Secretary</i>	CHERYL WILLITS
<i>Treasurer</i>	ANN SMITH

Center of Italian Culture

Co-headsTERRY CHRISTOVICH, DEBBIE ZIEGLER

Challenge

HeadJANE MCFADDIN

Chung Mungs

HeadKATHY PRETZFELDER

Class Officers

1973

PresidentBETSIE MERIC*

Vice-PresidentDIANE LESLIE*

SecretaryMAC CUTHBERT

TreasurerGINGER WOODWARD

1974

PresidentJANE MALONEY*

Vice-PresidentJEANNIE MANNING*

SecretarySUSIE FITZGERALD

TreasurerMIMI HILL

1975

PresidentPENNY CZARRA*

Vice-PresidentLIBBY STOUGH*

SecretaryCYNDE MANNING

TreasurerBETSY RAWLES

1976

To Be Elected

Clean

ChairmanCATHERINE CRANSTON

Curriculum Committee

ChairmanROBERTA CULBERTSON*

SecretaryDEBBIE BOGDAN

Fire Protection

ChiefMARCIA BRANDENBURG

AssistantJOAN DOUGLAS

F.O.C.U.S.

<i>President</i>	SUE RHYMER
<i>Vice-President</i>	ALISON IRWIN
<i>Secretary</i>	CATHY GRIER
<i>Treasurer</i>	BETSY BROOKS

Project Chairman

<i>Bible Study</i>	BARB CAIN
<i>Children's Parties</i>	CATHY GRIER, NANCY WILSON
<i>Publicity</i>	DREA PEACOCK
<i>Story Hour</i>	SUSAN IVEY
<i>Religious Conference</i>	DORSIE BUCK
<i>Ryan's Nursing Home</i>	NANCY CRUMPLER, JAN KEITH

German

<i>President</i>	JAN SCHNIBBE
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House Presidents

<i>Boxwood</i>	JANE MCCUTCHEN
<i>Carson</i>	LEE BRENNAN
<i>Dew</i>	BEVERLEY CRISPIN
<i>Grammer</i>	GRAY THOMAS
<i>Gray</i>	DIANE DALE
<i>House 1</i>	DIANNE WOOD
<i>House 3</i>	DEY PASSARELLO
<i>Manson</i>	DREA PEACOCK
<i>Meta Glass</i>	LINDA FRAZIER
<i>Randolph</i>	CHRIS MENDEL
<i>Reid</i>	JODY ANDERSON

Infinity

<i>President</i>	PEGGY BENDER
<i>Secretary</i>	ALICE COHN
<i>Treasurer</i>	CREIGH CASEY

*Members of the Executive Board.

Judicial Committee

ChairmanJENNI WHERRY
Vice-ChairmanEMILY GARTH
SecretaryMAUREEN HYNES
Class Representatives

1973: EMILY GARTH	1975: CECE CLARK
	SARAH CLEMENT
1974: MAUREEN HYNES	
ANN R. SMITH	1976: TO BE ELECTED

Orientation

Junior Class ChairmanBETSY BIGGAR

Paint and Patches

PresidentSARAH JANE MEYERDIERKS

Phi Beta Kappa

PresidentHAROLD WHITEMAN
SecretaryGREGORY ARMSTRONG

Social Activities Committee

ChairmanBETSY CANN*
SecretaryDAUN THOMAS
TreasurerROSSIE RAY

Spanish

PresidentROXANE SLACIK

Student Development Committee

ChairmanCHLOE BRISCOE

Student Guides

ChairmanJANE POTTS

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Dean of Students, Office of	Monday-Friday:	8:30 a.m. - 12:30 p.m.
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		4:00 p.m. - 5:00 p.m.
	Saturday:	9:00 a.m. - 12:00 noon
	Sunday:	10:00 a.m. - 11:00 a.m.
		4:00 p.m. - 5:00 p.m.
Physician's hours:	Monday:	9:00 a.m. - 12:00 noon
	Tuesday:	1:00 p.m. - 3:00 p.m.
	Thursday:	9:00 a.m. - 12:00 noon
	Friday:	9:00 a.m. - 11:00 a.m.

*During the academic year

OFFICE HOURS

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7:30 p.m. - 10:00 p.m.Sunday: 2:00 p.m. - 5:30 p.m.
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Saturday, Sunday: 8:30 a.m. - 10:00 a.m.

Lunch Monday-Saturday: 12:40 p.m.**Dinner** Monday-Saturday: 6:15 p.m.**Dinner** Sunday: 1:15 p.m.**Supper** Sunday: 6:15 p.m.

Post Office* Monday-Friday: 8:30 a.m. - 5:00 p.m.
Saturday: 8:30 a.m. - 12:00 noon

*The Post Office is closed on Sundays and on all legal holidays. At all other times there are two deliveries daily, one in the morning and one in the afternoon.

OFFICE HOURS

81

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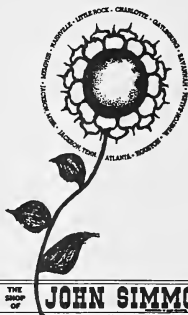
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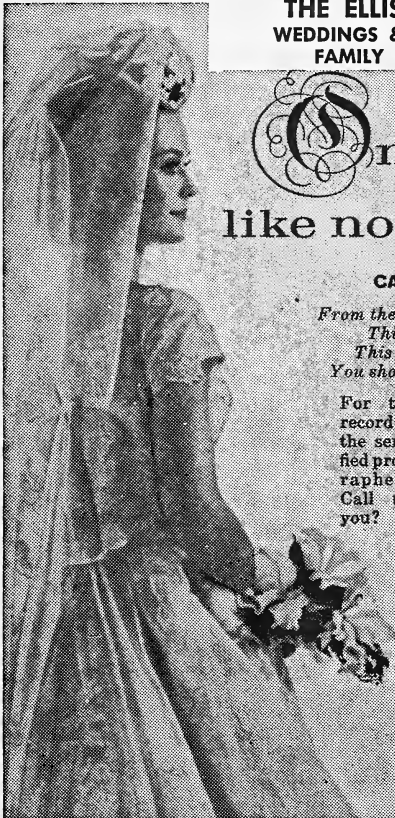
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